

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

February 16, 2016  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Denis Anderson, Audrey Nelsen, Ron Christianson, Rick Fagerlie, and Shawn Mueske. Present 6, Absent 3. Council Members Steve Ahmann, Andrew Plowman and Tim Johnson were excused from the meeting.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Police Chief Jim Felt, Community Education and Recreation Director Steve Brisendine, Finance Director Steve Okins, Fire Chief Frank Hanson, Planning and Development Services Director Bruce Peterson, Police Sergeant Michael Jahnke and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of February 1, Willmar Municipal Utilities Board Minutes of February 8, Application for Exempt Permit – Willmar Fests, Inc., Application for Exempt Permit – Willmar Sertoma Club, Application for Exempt Permit – West Central Ducks Unlimited, Accounts Payable Report through February 11, Building Inspection Report for January, 2016, and committee applications for appointment as follows: Jill Benson – Human Rights Commission, Rebecca Trongaard – Planning Commission, Tom Butterfield – Zoning Appeals Board, Julie Asmus – Planning Commission, Kristal Dahlager – Human Rights Commission and Richard Engan – Human Rights Commission. Council Member Nelsen seconded the motion which carried with 4 Ayes and 1 No. Council Member Christianson cast the “No” vote. (See City Attorney’s comments at end of meeting).

At 7:02 p.m. Mayor Calvin opened the hearing for consideration of an Ordinance for the Sale of City-Owned Real Estate to Dooley Bros. LLP. Planning and Development Services Director Bruce Peterson addressed the Council stating Dooley Bros. LLP have agreed to purchase three lots in Industrial Park at full market value subject to the City’s application of the Write-Down Policy. The Planning Commission has reviewed the proposal and recommended to the Council that the sale occur. It is also staff’s recommendation to adopt the ordinance approving the sale of land to Dooley Bros. LLP and direct staff and the City Attorney to bring about the closing.

There being no one to speak for or against the Ordinance for sale of City-owned property, Mayor Calvin closed the hearing at 7:03 p.m. and opened it up for discussion by the Council. Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance for the Sale of City-Owned Property. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 5, Noes 0.

Mayor Calvin acknowledged Ross Magnuson, 1454 Hansen Drive SW, who wished to speak during the Open Forum. Mr. Magnuson commented on Vision 2040 and handed out a four-panel brochure and invitation to a conversation event on February 29<sup>th</sup> from 6-8 p.m. at the Willmar Conference Center.

Community Education and Recreation Director Steve Brisendine presented the Park Development Plan along with the Chair of the Joint Powers Board Darin Strand and member Rachel Skretvedt. In 2016 there is \$706,000 available in the CIP to be used for park development and Rice Park was identified as the location where those funds would be utilized. Mr. Stand came forward to discuss the Board’s recommendations for the funds that have been allocated for the parks for 2016. In February of 2015 SRF

Consulting provided the City Council with a Parks and Recreation Master Plan. The Joint Powers Board discussed how to proceed with improvements with the funding available. The Board realized that to spread the funds over all the parks the improvements would be minimal. It was the consensus of the Board to focus all of the 2016 funds on one park where the improvements will not go unseen. Rice Park was selected for its central location within the community and being one of the most highly-visited parks within the community.

Ms. Skretvedt presented a layout of the proposed improvements to Rice Park to include two areas of new play equipment, green space, plaza area, half basketball courts, walking path and splash pad with connecting shelter that contains restroom and changing rooms. These amenities total approximately \$1.5 million. The money allocated for 2016 would implement the shelter, splash pad, removals, a plaza with walkways and includes furnishings, landscaping and lighting.

It was staff's recommendation to adopt a resolution authorizing staff to proceed to implement the 2016 Capital Improvement Plan for Rice Park in the amount of \$706,000 as presented and enter into an agreement with SRF Consulting Services to provide consultation services realizing staff will bring plan modifications and major purchasing to the Public Works/Safety Committee.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Mueske, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

#### RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, to authorize staff to move forward with executing the Rice Park Plan in the amount of \$706,000 as allocated within the 2016 Capital Outlay Program, negotiate and enter into an agreement for SRF Consulting Group to provide professional consulting services, seek the Joint Powers Board guidance on major implementation decisions and direct staff to bring plan modifications and major purchasing to the Public Works/Safety Committee.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

The Finance Committee Report for February 8, 2016 was presented to the Mayor and Council by Council Member Anderson. There were six items for consideration.

Item No. 1        There were no comments from the public.

Item No. 2        Staff presented to the Committee the criteria for the U.S. Bank Places to Play Program. Staff is looking for permission from the Council to apply for a grant of \$50,000 to match dollars available in the 2016 CIP for Rice Park. The two major facets of the Rice Park project would be the shelter and the splash pad. The Advisory Board has discussed this, and is looking for Council approval to apply for the grant with a deadline of February 18, 2016, for submission. The 2016 CIP has \$706,000 available for City parks. The Committee was recommending the Council direct staff to write a grant for \$50,000 to U.S. Bank for their Places to Play Program. Council Member Anderson moved the recommendation of the Committee. Council Member Fagerlie seconded the motion, which carried.

Item No. 3        Staff informed the Committee of \$40,000 allocated in the 2016 CIP to install a pool heater at the Dorothy Olson Aquatic Center. Quotes were submitted by Plumbing & Heating of Willmar, Inc., Bullet Proof Mechanical Service Inc., and Chappell Central, Inc. Council Member Anderson informed the Committee that the specifications were put together by Scott Ledeboer and Justin DeLeeuw and that the City

will be eligible for a CenterPoint Energy rebate to be given after the work is completed in the amount of \$3,600.

It was the recommendation of the Committee to award the low quote to Plumbing & Heating of Willmar, Inc. in the amount of \$34,901 for the 97% efficiency heater. Council Member made a motion to approve accepting the quote of Plumbing & Heating of Willmar to install the pool heater. Council Member Mueske seconded the motion, which carried.

Item No. 4 Staff presented to the Committee a donation which came in after the Agenda was distributed. The Northland Group has an employee of the month program and that employee picks an organization or group that they would like to donate to. The Northland Group employee has chosen to donate to the Willmar Fire Department for firefighter safety. In conversations with Fire Chief Hanson, he has indicated that they will purchase gloves with this donation. Staff's recommendation is to accept the \$164.00 by resolution and send a letter of thanks to the Northland Group. The Committee was recommending the Council to accept the \$164.00 donation by resolution. Council Member Mueske seconded the motion which carried.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

#### RESOLUTION NO. 2

WHEREAS, the Willmar Fire Department has received a donation in the amount of \$164.00 from Northland Group for the purchase of gloves;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Northland Group and that the City Administrator be directed to express the community's appreciation.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff explained that City Administrator Kruse had given staff direction to review the City purchasing policy and purchasing levels. City Finance Officers have a statewide organization that periodically sends out emails to those that belong to the organization asking for samples of various policies throughout the year. Staff has compiled a file for purchasing policies, personnel policies, and various other policy documents like that. There had been some confusion at the City level that we have \$5,000 as the Capital Improvement level, an informal requirement of items over \$10,000 to be brought back to the Council for review prior to the purchase, a \$20,000 authority for the City Administrator, and the State Statute limit of \$25,000 to \$100,000 can be by quotes, anything over \$100,000 must be bids.

Staff looked at the various policies from Arden Hills, Becker, Stewartville, and Brooklyn Park that they shared with the state organization and decided that Arden Hills best mirrored the State Statute bidding requirements of anything up to \$25,000 could be purchased, \$25,000 to \$100,000 required at least two quotes, and over \$100,000 required sealed bids. Items in the draft policy would basically replace the \$10,000 limit, the \$20,000 authority for the City Administrator, and propose to set the limit at \$25,000 prior to purchases and put that responsibility on the City Administrator's Office to inform the Council of those items. It would also allow a level of up to \$5,000 for department directors. Also, one item on page two of the draft policy on the last paragraph, under the notes, anything that had been preapproved by the City Council, be it a

vehicle replacement program, a capital improvement program, or any budgetary items that had been preapproved would basically give that authority to the City Administrator to allow.

Stating that in the past Council retreat, he understood that the Council would like less information in the Council packets. Such as vehicle purchases which have already been through a CIP process to purchase. This will reduce the extra information on already preapproved budgeted items. Limited unbudgeted items would address if there is an unbudgeted item but yet still can be covered within a departmental budget; the Council has set the department as the budgetary control level. This would allow the City Administrator authority to approve items as long as they are within the departmental budget.

The Committee requested to continue review at the next Finance Committee meeting.

#### Purchase Policy

##### Recommended Changes

- a) Page 2 Change City Administrator unbudgeted limit from \$25,000 to \$10,000
- b) Page 2 Last paragraph insert "for capital purchases" after all payments.
- c) Page 2 Insert second sentence under Note: monthly reports for all approved unbudgeted expenditures shall be provided to the City Council by the City Administrator.
- d) Page 3 Insert "or designee" after the City Administrator in middle paragraph

Following discussion, Council Member Anderson requested staff make the recommended changes to the policy draft and bring back an updated policy document to the Committee for formal adoption at the February 22, 2016, Council meeting. This was received by the Council for information only at this time.

Item No. 6 The Committee received the following reports: 12/31/15 Quarterly Investment Activity, 12/31/15 10-Year Historical Quarterly Investment Balances, 12/31/15 Cash Investment Portfolio, 12/31/15 Quarterly Interest/Dividends, 12/31/15 10-Year Historical Quarterly Interest/Dividends, 12/31/15 Quarterly Rice Trust, 12/31/15 Outstanding Indebtedness. The Council received the reports for information only.

Council Member Anderson made a motion to approve and file the Finance Committee Report for February 8, 2016. Council Member Fagerlie seconded the motion.

The Public Works/Safety Committee Report for February 10, 2016 was presented to the Mayor and Council by Council Member Anderson. There were ten items for consideration.

Item No. 1 Mary Lou Arne spoke to address if any resolutions had been made for the issue of safety for pedestrians not using the crosswalk when exiting the library. Mrs. Arne requested to try a solution for a short period of time to see if it will remedy the concerns. Staff noted when a temporary solution is put in place, traffic becomes trained to it and if it's taken away there will be conflict of some citizens following the new rules and some following old rules. Staff noted multiple crossing points to the library from the Block 50 parking lot, and placing one crosswalk mid-block would not resolve the issue. The possibility of lowering the speed limit in the Central Business District was discussed. The Committee questioned any pedestrian accidents in the past and adding additional handicapped parking spaces. The concept offering flags to carry as pedestrians cross the street was discussed. The Council received this for information only.

Item No. 2 Police Chief Jim Felt noted the jail census for February 10, 2016 was 136; 75 inmates from the Department of Corrections, 52 inmates from Kandiyohi County, 6 inmates from Swift County, 1 inmate from Benton County, 1 inmate from Big Stone County, and 1 inmate from Stevens County. The calls for service the previous two weeks totaled 767 and are 6 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and family service reporting. Snow removal parking violations were discussed as well as calls for unlocking car doors. The Department does not unlock car doors unless there is an immediate safety issue.

Chief Felt noted the total Fire Department calls for service for the previous two weeks totaled 12. The calls included 6 alarm activations, 2 car accidents, 2 carbon monoxide alarms, 1 natural gas leak, and 1 building fire with damage to the basement. Year to date calls for 2016 totals 42, and is 5 calls down from this time last year. The Police and Fire Department updates were received for information only.

Item No. 3 Staff brought forth, for approval, the plans and specifications for the Country Club Drive Lift Station and to allow advertisement for bids. Bidding documents have been completed by Bolton & Menk, Inc. and are ready for disbursement. The tentative schedule is to open bids on March 10<sup>th</sup>, Council to award the contract on March 21<sup>st</sup>, authorize a notice to proceed on April 15<sup>th</sup> with substantial completion on September 2<sup>nd</sup>. The total project cost is estimated at \$472,000. The Committee discussed staff completing the engineering for these projects in house, with it noted these are more of a specialty project requiring more resources and dedicated time. The Committee was recommending the Council to approve the plans and specifications for the Country Club Drive Lift Station and to allow advertisement for bids.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

#### RESOLUTION NO. 3

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 1510 (Country Club Drive Lift Station) for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bids will be publicly opened and read on the 10th day of March, 2016, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 Staff brought forth, for approval, the plans and specifications for the Westwood Court Lift Station and to allow advertisement for bids. Bidding documents have been completed by Bolton & Menk, Inc. and are ready for disbursement. The tentative schedule is to open bids on March 10<sup>th</sup>, Council to award the contract on March 21<sup>st</sup>, authorize a notice to proceed on April 15<sup>th</sup> with substantial completion on September 2<sup>nd</sup>. The total project cost is estimated at \$851,000. It was the recommendation of the Committee to the Council to approve the plans and specifications for the Westwood Court Lift Station and to allow advertisement for bids.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

#### RESOLUTION NO. 4

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 1511 (Westwood Court Lift Station) for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bids will be publicly opened and read on the 10th day of March, 2016, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, a resolution to authorize execution of the Minnesota Department of Transportation Airport Maintenance and Operations grant contract. Every year the City submits eligible airport maintenance costs to the state for reimbursement. The new contract has been updated from past years for up to 75% of eligible expenses for reimbursement, with the cap raised to not to exceed \$54,863.00 each year. More items are now eligible and reporting is now mandatory quarterly instead of annually. Previously it was up to 67% of eligible expenses reimbursed. The Committee was recommending the Council approve the execution of the resolution to authorize the Minnesota Department of Transportation Airport Maintenance and Operations grant contract.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

#### RESOLUTION NO. 5

#### AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

IT IS RESOLVED by the City of Willmar as follows:

1. That the State of Minnesota Contract No. 1001076, "Airport Maintenance and Operation Grant Contract," at the Willmar Municipal Airport is accepted.
2. That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the purchase of a 2016 Bobcat Toolcat from Farm-Rite Equipment in the amount of \$46,551.10, in accordance with the Capital Outlay Program. The unit will be purchased through Municipal Pricing and is a multi-task vehicle to be used for snow removal as well as various tasks throughout streets, parks and ball diamond maintenance. It was the recommendation from the Committee to approve the purchase of a 2016 Bobcat Toolcat from Farm-Rite Equipment in the amount of \$46,551.10.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one Bobcat Toolcat is accepted through Municipal Pricing, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Farm-Rite Equipment for the terms and consideration of the contract in the amount of \$46,551.10.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, the purchase and replacement of a Public Works Ford F-150 Pickup from Nelson Auto Center in the amount of \$29,924.15, in accordance with the Vehicle/Equipment Replacement Policy. The current unit, a 2006 Ford F-150 would be transferred to the Fire Department for various tasks such as hydrant painting. It was the recommendation of the Committee to introduce a resolution to approve the purchase of a 2016 Ford F-150 from Nelson Auto Center Fleet Department in the amount of \$29,924.15.

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one Ford F-150 pickup is accepted through the Southwest/West Central Service Cooperative, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Nelson Auto Center Fleet Department for the terms and consideration of the contract in the amount of \$29,924.15.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No.8 Staff brought forth, for approval, the purchase and replacement of a Public Works Ford F-350 Pickup and dump body from Nelson Auto Center and Tow Master, Inc. in the total amount of \$42,536.72. The current unit, a 2004 Ford F-350 has engine and suspension concerns and will be sold at the City auction in May. The Capital Outlay Program has included \$49,000 for the purchase of the pickup and dump body. The Committee was recommending the Council approve the purchase and replacement of the Public Works Ford F-350 pickup and dump body from Nelson Auto Center and Tow Master, Inc. in the amount of \$42,536.72.

Resolution No. 8 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 8

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one Ford F-350 pickup with dump body is accepted through the

Southwest/West Central Service Cooperative and State Contract #102066, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Nelson Auto Center Fleet Department and Tow Master, Inc. for the terms and consideration of the contract in the amount of \$42,536.72.

Dated this 16th day of February, 2016.

/s/ Mary Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 9 Staff brought forth, for approval, the purchase and replacement of Engineering GPS survey equipment from Frontier Precision in the amount of \$47,101.75. The current equipment is just over ten years old and no replacement parts are being manufactured any longer because it is so obsolete. Staff is requesting to replace it with a GPS rover, robotic total station and tablet controller; with quotes solicited from Frontier and Leica. The equipment from Frontier is considerably more accurate than the current unit and offers an enhanced customer support above what is offered by Leica. The current equipment would be traded in for \$6,500.00 and is reflected in the purchase price. The Committee discussed if the equipment was made in the United States. It was the recommendation of the Committee that the Council approve the purchase and replacement of the Engineering GPS survey equipment from Frontier Precision in the amount of \$47,101.75.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

#### RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of Trimble GPS Survey Equipment is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with Frontier Precision for the terms and consideration of the contract in the amount of \$47,101.75.

Dated this 16th day of February, 2016.

/s/ Mary Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 10 Staff discussed the opportunity of Meeker County and the City of Litchfield potentially merging with CCT. The Committee discussed the reduced oil prices reflecting possible lower project costs this year, and the potential to complete additional projects with the cost savings. Staff noted there are no bids to evaluate at this time so it is too early to determine how the oil prices will affect the bid prices. Additionally, oil prices only contribute to a portion of the total project construction costs. It was also noted the design and preparation of plans and specifications along with a short construction season hinder the addition of projects after initial bids are received. The option of adding more seal coating and crack sealing was offered as an option. The Committee discussed the Southwest Regional Transportation meeting and the funding sources and needs from the County and other communities. The Committee discussed sidewalk maintenance issues and crack sealing. It is noted the City no longer owns a crack sealing machine and solicits quotes each year for the service. There were no comments from the public.

Council Member Christianson made a motion to approve and file the Public Works/Safety Committee Report for February 10, 2016. Council Member Fagerlie seconded the motion.



The Community Development Committee Report for February 11, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1        There were no comments from the public.

Item No. 2        Paul Rasmussen, MnDOT District 8 Wye Project Manager, presented concept drawings of the proposed railroad wye project. Two options for Highway 12 were viewed and discussed. Both options require significant changes to County Road 55. The rail route remains the same under both options.

As of now, proposed changes at the south end of the route relative to County roads are not part of the project. It was noted that BNSF has purchased some property. Land acquisition is on hold pending a final route decision for Highway 12.

A public meeting is scheduled for February 25<sup>th</sup> to review the project options. A meeting location has not been finalized, but will be conveyed to the Council once the location has been identified. The Council received the presentation of the proposed railroad wye project for information only.

Item No. 3        The Committee discussed next steps to address the issue of regulating sex offender housing. The City Attorney had offered several options to regulate such housing using zoning restrictions. Following, significant discussion, it was a consensus of the Committee that the City continue to pursue regulation of housing for sex offenders. Staff will work with the City Attorney to put together information and prepare draft documents. The Council received this for information only.

Item No. 4        Staff presented a proposal by Mark and Bonnie Nelson to gift a small piece of land to the City of Willmar. The piece of land is a remnant piece from when the Highway 12 bypass was constructed years ago. The land abuts property already owned by the City of Willmar. Because of the size and location of the parcel in question the City had actually been maintaining it since the City acquired the adjacent property. The parcel measures less than a couple hundred square feet. Council Member Fagerlie made a motion to accept the gift from Mark and Bonnie Nelson. Council Member Nelsen seconded the motion, which carried.

Council Member Fagerlie made a motion to approve and file the Community Development Committee Report for February 11, 2016. Council Member Nelsen seconded the motion.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, February 22; Public Works/Safety, 4:45 p.m. at City Hall, February 23; Labor Relations/Full Council, 4:45 p.m. at City Hall February 24, 2016.

Mayor Calvin reminder the community of the Vision 2040 Community Meeting to be held on February 29<sup>th</sup> from 6 – 8 p.m. at the Willmar Conference Center.

City Attorney Robert Scott clarified the vote on the Consent Agenda stating the majority of the Council approved the consent items which was adequate for a most of the items with the exception of the three appointments made to the Charter Commission established boards, including the Planning Commission and the Board of Zoning Appeals, which require the approval of five Council members to ratify the Mayor's appointment so three of the appointments have not yet become in effective. All other items on the Consent Agenda did pass.

Council Member Mueske announced that on February 8<sup>th</sup> the Willmar Police Department responded to a call of a gentleman who had collapsed shoveling his driveway, was taken by ambulance and later passed away. Two officers, Helgeson and Vazquez stayed behind and finished shoveling their driveway. Council Member Mueske wanted to applaud the Willmar Police Department for that action.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:15 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**LABOR RELATIONS/CITY COUNCIL PROCEEDINGS**  
**CONFERENCE ROOM NO. 1**  
**CITY OFFICE BUILDING**  
**WILLMAR, MINNESOTA**

February 24, 2016  
4:45 p.m.

The meeting of the Willmar Labor Relations Committee/Council opened at 4:45 p.m. Council Member Shawn Mueske turned the meeting over to Mayor Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, and Shawn Mueske, and Audrey Nelsen. Present 6, Absent 3. Council Members Rick Fagerlie, Tim Johnson and Steve Ahmann were excused from the meeting.

Also present were City Administrator Larry Kruse, Labor Attorney Frank Madden, Administrative Assistant Janell Sommers, and Shelby Lindrud, "West Central Tribune" journalist.

Item No. 1        There were no comments from the public.

Item No. 2        Council Member Anderson made a motion to go into closed session pursuant to Minn. Stat. §13D.03. to discuss negotiation strategies for the City including labor relation contracts, insurance and compensation. Council Member Nelsen seconded the motion, which carried. The meeting was closed at 4:49 p.m. and Ms. Lindrud left the meeting.

The meeting was reopened at 6:09 p.m. by motion of Council Member Anderson, and seconded by Council Member Mueske. Mayor Calvin declared the meeting open. Several individuals joined the meeting at this time. They were: Shelby Lindrud, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, Regional AFSCME Representative Mary Scoon, and Engineering Technician Luke Langner.

Item No. 3        City Administrator Kruse presented a Working out of Class policy for the Council's consideration. This policy would establish a protocol to acknowledge individuals who take on more responsibility working out of class when there is a position vacancy. The policy is structured to address someone assuming the full responsibilities of a job or a partial assumption of those duties. It was staff's recommendation the City adopt a policy so there is a consistent model to use when these types of vacancies occur.

Council Members expressed interest in developing some sort of guidelines to assess the workload in the department to ensure all work assignments are being completed. It was the consensus of the Council to approve the policy contingent on added verbiage that there will be a review within 45 days after the out of class work has started. Labor Attorney Madden and City Administrator Kruse will make the necessary changes to the policy.

Resolution No. 1 was introduced by Council Member Nelsen, seconded by Council Member Plowman, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 4, Noes 1. Council Member Christianson cast the "no" vote.

**RESOLUTION NO. 1**

BE IT RESOLVED by the City Council of the City of Willmar to adopt the Working out of Class Policy whereby an employee may be compensated for additional responsibilities and duties of a higher-class position performed in the absence of another employee.

Dated this 24th day of February, 2016.

/s/ Marv Calvin

Mayor

/s/ Kevin Halliday

Attest: City Clerk

Item No. 4 City Administrator Kruse presented for the Council's consideration salary compensation to acknowledge Certified Minnesota Assessor Judy Thompson who has been performing a substantial portion of the Senior Accredited Minnesota Assessor's duties since December, 2014 at which time the position became vacant due to retirement. Mr. Kruse presented the compensation being considered noting several edits to the document presented to the Council. Those edits being the retroactive pay through December 31, 2015 being \$5,449.72 and the retroactive pay through February 13, 2013 being \$808.96 with the additional compensation going forward until the position is filled being \$2.53 per hour. Council Member Christianson made a motion to approve the compensation as presented by staff. Council Member Anderson seconded the motion, which carried.

Council Member Christianson made a motion to direct City Administrator Larry Kruse to entertain conversations with County Administrator Larry Kleindl to work toward the merger of the two Assessing Departments. Council Member Plowman seconded the motion, which carried.

Item No. 5 City Administrator Kruse brought forth a proposal from Springsted Inc. to conduct a classification and compensation study of 19 unrepresented employees. It was felt this study would provide guidance in seeking settlement with the Supervisors and Confidential Employees unit and it was noted in January of 2017 the City will need to again evaluate and report on its Pay Equity and this study can be helpful to insure the City is in compliance with the Minnesota Pay Equity Act. The cost of the study is \$4,275 plus expenses not to exceed \$1,000. Labor Attorney Madden supports the effort with the recommendation of allowing adequate time to complete the study. Several Council Members discussed the timeline and the urgency to complete the study. A motion was made by Council Member Nelsen to approve the Classification and Compensation Study and enter into an agreement with Springsted Inc. Council Member Anderson seconded the motion, which carried. Labor Attorney Frank Madden left the meeting.

Item No. 6 Planning and Development Director Bruce Peterson presented a request to recognize that Clerk/Secretary Megan Feikema in the Building Department obtained additional education and training to become a certified Building Permit Technician which would increase her pay range from a 4 to a 5. Council Member Anderson made a motion to approve the change in the job description to include the range increase in accordance with the Personnel Policy. Council Member Christianson seconded the motion, which carried.

Item No. 7 City Administrator Kruse asked to present the Technology Use Policy for consideration. The policy was tabled at the October 5, 2015 and has since been revisited by City Attorney Robert Scott. Council Member Anderson made a motion to take the Technology Policy off the table. Council Member Plowman seconded the motion, which carried. The question was raised as to what changes had been made from the previous version and the request was made to see the policy changes in legislative print. Council Member Nelsen made a motion to place the Technology Policy back on the table. Council Member Christianson seconded the motion, which carried with 4 Ayes and 1 No. Council Member Anderson cast the "No" vote.

Item No. 8 Prior to the close of the meeting, Council Member Anderson made a recommendation to the Council to appoint Council Member Mueske to the office of Vice Chair to the Labor Relations Committee. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota that the 2015 – 2016 Committee and Council Liaison appointments for members of the Council be amended as follows:

Labor Relations Committee:

Chair: \_\_\_\_\_ Ahmann  
Vice Chair: \_\_\_\_\_ Mueske  
\_\_\_\_\_ Christianson  
\_\_\_\_\_ Anderson

Dated this 24th day of February, 2016.

/s/ Marv Calvin \_\_\_\_\_  
Mayor

/s/ Kevin Halliday \_\_\_\_\_  
Attest: City Clerk

Mayor Calvin announced a transportation meeting to be held on Friday, February 26<sup>th</sup> starting at 4:30 p.m. at the Health and Human Services Building and urged Council Members to attend.

Council Member Anderson made a motion to adjourn the meeting with Council Member Plowman seconding the motion, which carried unanimously. The meeting adjourned at 6:50 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

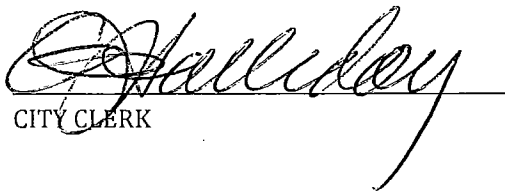
RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to adopt the Working out of Class Policy whereby an employee may be compensated for additional responsibilities and duties of a higher-class position performed in the absence of another employee.

Dated this 24th day of February, 2016.

  
MAYOR

Attest:

  
CITY CLERK

## **Working Out of Class**

Out-of-class pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 60 consecutive work days or more. The City Administrator or designee reviews the proposed out-of-class request prior to an appointment and approvals shall be limited to a period not to exceed six-months, however extensions may be requested. Generally, working out-of-class is the result of a temporarily vacant position. In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 10% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-class assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 60 consecutive work days or more, the employee is eligible for a partial out-of-class payment of up to 5% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

All requests for additional compensation for extra work performed out-of-class shall be subject to council approval and supported by a detailed written report prepared by the City Administrator, Human Resources Director, or the employee's immediate supervisor. The report shall identify and quantify the extra out-of-class duties and responsibilities performed by the employee. The supervisor of the "Out of Class Employee" shall monitor the employee's performance and report monthly in writing to the City Administrator as to the status of work projects and what is or isn't getting done in the absence of a permanent incumbent in this position.

The City Acknowledges that the actions taken granting additional compensation for working out of class does not create a past practice or precedence.

Adopted on February 24, 2016

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota that the 2015 - 2016 Committee and Council Liaison appointments for members of the Council be amended as follows:

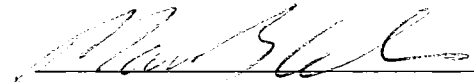
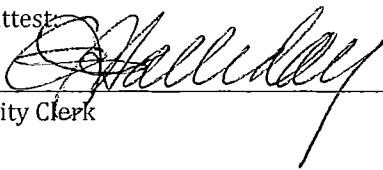
Labor Relations Committee:

Chair: Ahmann  
Vice Chair: Mueske  
Christianson  
Anderson

Dated this 24th day of February, 2016.

Attest:

City Clerk

  
Mayor



**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**FEBRUARY 22, 2016**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, February 22, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Jeff Nagel, Joe Gimse, Justin Mattern, and Nathan Weber. Absent were Commissioners Carol Laumer & Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Shawn Mueske, and WC Tribune Journalist Shelby Lindrud.

Commissioner Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

**RESOLUTION NO. 8**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the February 8, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160250 to No. 160390 inclusive in the amount of \$1,630,965.70 with a MISO charge in the amount of \$74,793.78, and Westmoreland Resources (coal) payment in the amount of \$72,617.30.

Dated this 22<sup>nd</sup> day of February, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Commissioner Gimse reviewed with the Commission minutes from the February 8<sup>th</sup> WMU Labor Committee meeting (see attached). On behalf of the Labor Committee, Gimse extended his appreciation to the WMU Staff for keeping the Committee well-informed and up-to-date on labor issues which impact the Utilities and its employees. The two main topics of discussion focused on the WMU's linemen's wages versus the current market wages and the beginning process to revise the WMU Personnel Policy Manual. Following discussion, Commissioner Gimse offered a motion to approve the minutes of the February 8<sup>th</sup> WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of five ayes and zero nays.

At this time, Commissioner Holtz introduced City Attorney Robert Scott of Flaherty & Hood, P.A. Flaherty & Hood provides legal counsel to a number of local governments (including the City of Willmar) and joint power organizations who deal with various municipal law matters. Attorney Scott presented the Commission with training on the following topics: Opening Meeting Law (OML); Government Records & Data Practices; and, Conflict of Interest. Attorney Scott reviewed the process, interpretation and legal advice regarding these issues. Following the presentation,

Commissioner Holtz expressed the Commission's appreciation for the training provided regarding procedures and legalities concerning OML and associated matters.

General Manager Hompe updated the Commission of the newest addition to join the WMU Staff. Wes Greeley has filled the position of Coal Handler (February 16<sup>th</sup>) in our Power Production Division. We are pleased to have Wes join the WMU team!

General Manager Hompe announced to the Commission and Staff that Commissioner Laumer had recently been appointed to serve on the American Public Power Association's (APPA) Policy Makers Council (one-year term). The Policy Makers Council (PMC) assists APPA in promoting federal legislation that is important to public power systems such as WMU and opposing harmful legislation. It also provides advice on other issues of importance to APPA. The PMC is made up of 40 members who serve on either utility boards or are elected officials in public power communities. Congratulations, Carol!

General Manager Hompe informed the Commission that a meeting of the WMU Planning Committee is scheduled for March 1<sup>st</sup> beginning at 12:00 noon. The main topics to be addressed would include: 1) new facilities update and progress report; and, 2) continue discussion of the Local Generation Study findings and options.

General Manager Hompe presented the Commission with a number of upcoming meetings/events to note. These include:

- WMU Planning Committee Meeting – March 1 @ 12:00 noon
- APPA Public Utility Governance Webinar Series (2 of 9): Legal Obligations, Duties and Responsibilities of Public Power Governing Boards - March 20 @ 1:00-2:30 p.m. (WMU Conference Room)
- Annual Home Show (WC Builders Assn.) – April 2 & 3 (Willmar Civic Center)
- 2016 APPA Events:
  - Legislative Rally – March 7-9 (Washington, DC)
  - Lineworkers Rodeo – April 1-2 (Shakopee, MN)
  - National Conference – June 10-15 (Phoenix, AZ)
- 2016 MMUA Events:
  - Legislative Conference – Tues., April 19 (St. Paul – one day only)
  - Annual Summer Meeting – August 15-17 (Cragun's)
- Annual Open House (Public Power Week) – Tues., October 4 (Willmar Civic Center)

There being no further business to come before the Commission, Commissioner Mattern made a motion to adjourn the meeting. Commissioner Nagel seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:57 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

---

Beth Mattheisen  
Administrative Secretary

ATTEST:

---

Jeff Nagel, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU Labor Committee Meeting Minutes**  
**Willmar Conference Room**  
**Monday, February 8, 2016 – 10:30 a.m.**

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse & Dan Holtz, General Manager Wesley Hompe, and Director of Operations John Harren.

Committee Chair Laumer called the meeting to order at 10:31 a.m. by requesting any additions to the agenda.

\*\*\*\*\*

**AGENDA ITEMS:**

➤ **Linemen's Wages:**

General Manager Hompe opened discussion with the Labor Committee regarding the current status of WMU linemen's wages. Background history related to the linemen's wages was reviewed. An illustration depicting both the current and proposed wages was presented along with a summary of the process involved in reaching the presented recommendation (driven by the current wage market). Director of Operations Harren clarified the steps and licensing process related to the linemen positions. Hompe was requesting the Labor Committee to authorize opening discussions with the WMU linemen and their union reps (IBEW Local Union #160) in an effort to address this issue.

Following discussion, Commissioner Holtz offered a motion to authorize discussions with the WMU linemen and IBEW Local Union #160 toward the goal of reaching a Letter of Understanding/Agreement regarding the linemen's wages. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

➤ **WMU Personnel Policy Manual – Process to Revise:**

General Manager Hompe informed the Committee that the process to begin revising the current WMU Personnel Policy Manual has begun. The majority of modifications are due largely to updated laws & compliance requirements and the approved 2016-2017 IBEW Union Contract. Hompe noted that the current Personnel Policy Manual had received Commission approval in 2015. Director of Operations Harren briefly presented an outline of the proposed changes being addressed.

Further discussion of the topic will continue at a future date. No action was taken at this time.

➤ **Miscellaneous:**

General Manager Hompe updated the Labor Committee on the current and upcoming status of the WMU Staffing. Noted positions include:

1. Director of Finance: CDS is currently assisting in the vacancy; position is currently being advertised (position open until filled); job description has been updated to include additional HR experience. (DOF Tim Hunstad passed away on 01.15.16.)

2. Meter Dept.: Meter Reader to retire 3.31.16; anticipate additional retirement later in 2016 (senior employee). Due to automation of the meter reading system, positions may not require to be re-filled.
3. Power Plant: Coal Handler position has been filled (to begin 02.16.16); anticipate additional retirement later in 2016 (senior employee).

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 11:29 a.m. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.

Rice Memorial Hospital  
Board of Directors Meeting  
February 17, 2016

PRESENT: David Anfinson, President  
Dr. Douglas Allen, Vice President  
Dr. Michael Gardner, Treasurer  
Jon Saunders, Director  
Andrea Carruthers, Director  
Dr. Lee Cafferty, Director

ABSENT: Eric Weilberg, Secretary

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Bill Fenske, Teri Beyer, Wendy Ulferts, Dr. Ken Flowe, Sandy Roelofs

GUESTS: Nate Goracke, RMH Pharmacy; Audrey Nelsen, City Council; Shirley Carter, Rice Health Foundation

CALL TO ORDER/APPROVAL OF MINUTES: President Anfinson called the meeting to order at 5:30 p.m. A motion was made by Director Carruthers and seconded by Director Allen to approve the consent agenda. A motion was made by Director Allen and seconded by Director Gardner to close the meeting following conclusion of regular business in order to review the 2015 Chief Executive Officer performance appraisal as well as the Hospital Board Self Evaluation, per MN Statute Section 144.581.

PATIENT EXPERIENCE: T. Beyer presented this month's experience which came from the daughter of a Hospice patient thanking Rice for the care her mother received, both from Hospice and from the staff on Adult Health Care. She noted appreciation for the staff's attention, concern and care as well as for the coordination of services in the final days of her mother's life. She commented that the end-of-life care was handled in a beautiful manner with staff ensuring the environment was comfortable and serene.

QUALITY REPORT: Nate Goracke, Hospital Pharmacist, reviewed the Antimicrobial Stewardship Program at Rice. He reviewed the concept of antibiotic resistance, the need to use antibiotics in an efficient and thoughtful manner and the formation of a team at Rice to coordinate efforts to educate clinical staff and physicians on these concepts. He provided an example of how changes in the care protocol for pneumonia patients have both improved outcomes and reduced costs. He also noted that national attention is being focused on antibiotic stewardship and that Joint Commission is considering adding standards specific to this topic.

RICE HEALTH FOUNDATION: S. Carter reviewed the Strategic Plan for the Board. She noted this plan was developed by the Rice Health Foundation Board to focus its efforts toward growth and strength of the organization. Specific changes to the previous plan include: revision of the wording of the vision statement, goals of implementing a major donor strategy through 2020, increasing the number of donors from Kandiyohi County and other Rice service areas and strengthening the Foundation's brand. The Foundation will also continue to align with the Hospital Board and to seek additional volunteers for involvement in Foundation activities. She thanked the Hospital Board for their support in this endeavor.

MEDICAL STAFF REPORT: Dr. Flowe reported on the recent Trauma Conference which described a recent case or cases treated locally, focusing on the various aspects of trauma care. It is held quarterly

and is well attended. In Credentials, Dr. Ryan Lussenden has recently joined the Active Staff as a general surgeon (provisional status) and has experience with robotics. With this addition, we have five surgeons who can perform robotic-assisted surgery.

CEO REPORT: M. Schramm reported that the Rehab building is on schedule and staff members are excited about the new facility. The remodeling of the former ICU into Lab space is also on schedule.

WMS Activity – A recent meeting was held with representatives from Virginia Piper Cancer Institute (VPCI) with whom WMS has an agreement for provision of both Radiation Oncology Services as well as a variety of support services. Dr. Speer was recently appointed the Medical Director for Willmar Regional Cancer Center. A new director has been hired for Imaging Services and will begin employment on April 4<sup>th</sup>.

Rice's ReYou Wellness Program was recently featured in the MN Hospital Association's 2015 Community Benefit Report. Copies were distributed to those present.

Rice is partnering with Ridgewater College and Willmar High School to offer a program to high school seniors which will help them obtain their Certified Nurse Assistant designation which will afford them better job opportunities and foster their interest in health care careers. They also receive college credit for this program.

Rice Regional Dental Clinic participated in "Give Kids a Smile" on February 5<sup>th</sup> and treated 50 area children that day. An additional 150 were registered for future appointments in the clinic.

The annual Adverse Events Report is being released on Friday from the MN Department of Health. Rice will appear on this year's report as we had two events during the reporting period. W. Ulferts reviewed these for the Board. MN was one of the first states to introduce mandatory reporting of adverse events and this is the 12<sup>th</sup> year the report has been published. Improvements in patient safety have been made as a result of monitoring and reporting these events.

#### NEW BUSINESS:

- A. Contracts for the IAFF and AFSCME 105 (LPNs) bargaining units were reviewed for the Board's approval. Executive summaries of the contracts were distributed to Board members for review of the specifics included for each group. IAFF – changes were made in the language, certification, compensation/salary and market adjustments. AFSCME - changes were made in language, certification, compensation/salary and market adjustments. Both contracts are for 3 years. A motion was made by Director Saunders and seconded by Director Gardner to approve the contracts as presented. Motion carried.
- B. Committee Assignments for 2016 were distributed to members of the Hospital Board. Any issues with the appointments as distributed should be directed to President Anfinson.
- C. The March Board of Directors' meeting will be moved from March 16<sup>th</sup> to March 30<sup>th</sup> at 5:30 p.m. due to the absence of a number of members.

CITY COUNCIL REPORT: A. Nelsen noted that the application has been submitted for designation as a 'Bike Friendly' destination. Funds will be available for a path on Highway 12 from the corner of Lakeland Drive past the Conference Center. Additional funding will take the trail south from that corner to off road setting. On 2/25, MNDOT will hold an open house at the HHS building on the wye project – the bypass options for Willmar. On 2/29, Vision 2040 will hold a meeting at the conference center in

follow-up to an earlier information gathering session. This is open to the public and attendance is encouraged.

RECESS: The Board recessed at 6:38 p.m.

CLOSED SESSION: Closed Session of the RMH Board began at 6:45 p.m.

- A. Board Leadership Self-Assessment documents were completed electronically by each member of the Board prior to this meeting. President Anfinson presented the aggregate findings. The Board unanimously agreed that the findings be shared with appropriate hospital staff for inclusion in upcoming meetings or educational sessions.
- B. CEO Performance Evaluation was completed for 2015. A motion was made by Director Allen, seconded by Director Gardner and carried that Michael Schramm, Chief Executive Officer, be awarded 90% of his potential incentive bonus for 2015. A motion was made by Director Gardner, seconded by Director Allen and carried that the 2016 performance criteria established for Michael Schramm, Chief Executive Officer, be approved as presented and recommended. A motion was made by Director Saunders, seconded by Director Carruthers and carried to provide Michael Schramm, Chief Executive Officer, a 2% salary increase and a 3% market adjustment to his base salary for the year 2016, as well as to approve the incentive eligibility at 20% for 2016.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:00 p.m.

Submitted by:

Sandy Roelofs  
Acting Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, FEBRUARY 17, 2016**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, February 17, 2016, at 7:00 p.m. at the Willmar Municipal Utilities Office.

**\*\* Members Present:** Randy Czarnetzki, Margaret Fleck, Bob Poe, Aaron Larson, Rolf Standfuss, and Steve Gardner.

**\*\* Members Absent:** Gary Geiger.

**\*\* Others Present:** Catherine Sandlund, Michael Koop, Angela Holm, Beverly Dougherty, Darrell Sunvold, Tom Amberg, Warren Hagen, Audrey Nelsen, Shawn Mueske, Shelby Lindrud, Bruce Peterson-Director Planning and Development Services, and Megan DeSchepper- Planner.

2. MINUTES: The January 13, 2016 minutes were approved as submitted.

3. DOWNTOWN DESIGN STANDARDS DISCUSSION CONTINUED/INFORMATION ABOUT POSSIBLE HISTORICAL DISTRICT: Michael Koop and Catherine Sandlund of the Minnesota State Historic Preservation Office made an informational presentation about Heritage Preservation and historic designations of buildings and districts. Properties and Districts (i.e. blocks) can be placed on the National Register of Historic Places. The benefit of being on the National Register is that property owners can then access different grant programs/tax incentives to help with improvements to the properties. Only Nationally Registered properties that use Federal or State funds have to follow their design standards and be reviewed. The City could choose to adopt a Historic Preservation Ordinance and District and have a Historic Preservation Commission, at that point then any designed building would have to meet those guidelines and get approval from the Commission to do exterior work on their building. There is also a Certified Local Government Program in which the City inventories historic structures, resources and other statute mandates.

Willmar Downtown Development has hired a historian to evaluate Willmar's Downtown to determine if it could qualify for a Historic District designation.

The Commission talked about individual buildings already on the registry and tax credits.

The Commission took the information and will further discuss possibilities at an upcoming meeting.

4. CAIRNS ANNEXATION FILE NO. 16-01: Staff presented a petition for annexation on behalf of William and Carole Cairns, of a .96 acre parcel on the SW side of town off of



19<sup>th</sup> Ave. SW described as follows: part of the NW ¼ of the SW ¼, Section 21, Township 119N, Range 35W (see file for full legal).

Staff comments were reviewed and discussed (see Attachment A).

Staff explained that the applicants plan on building a single family home on the parcel. They are fully aware of the utility requirements for development of the lot. The Township and County have no concerns with the petition; Willmar Township signed the 90 day comment waiver.

Mr. Gardner made a motion, seconded by Mr. Standfuss, to approve the petition for annexation and forward it onto the City Council for a public hearing and ordinance adoption.

The motion carried.

5. MISCELLANY: Staff asked the Commission to consider a request for electronic reader boards in residential districts for uses such as churches. The Commission will further discuss the topic at an upcoming meeting.
6. With no further business to come before the Commission the meeting adjourned at 8:55 p.m.

Respectfully submitted,

  
Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-FEBRUARY 17, 2016

STAFF COMMENTS

1. CAIRNS ANNEXATION- FILE NO. 16-01:

- The applicants are William and Carole Cairns, New London, MN.
- The applicants have petitioned for annexation of .96 acres of property legally described as follows: part of the NW ¼ of the SW ¼, Section 21, Township 119N, Range 35W (19<sup>th</sup> Ave. SW- see file for full legal).
- The property abuts the City limits to the east and south and a portion to the west.
- The applicant wishes to build a single family home on the lot and request that it be zoned R-2.
- The City notified the Township, County, Engineering, Municipal Utilities, Fire Marshall, and Police Chief to comments about the feasibility of the request their responses are as follows:

**Willmar Town Board:** has no objections to the request and signed a waiver of the 90 day review/comment period.

**Willmar Municipal Utilities:** there is water main abutting the property but not service line to the lot. Power source on site 5 ft. easement along all property lines.

**Kandiyohi County Engineer:** Kandiyohi County is planning on widening and overlaying CR 15 (19<sup>th</sup> Ave) in 2018. Prefer single 24' wide driveway but 2 would be allowed. No open trenching allowed on CR 15 for utility connection.

**Kandiyohi County Zoning Administrator:** I am familiar with the location of the proposed annexation, as well as the desire of the landowner and therefor this office would support the request.

**Fire Marshall/Chief:** From a fire service view I see no issues with this petition. I would recommend it moving forward.

**Police Chief:** No impact to Willmar Police Department predicted.

**City Engineer/Public Works Director:** We have completed our review of the proposed annexation of parcel number 33-021-0380. Sanitary sewer and water utilities are available to the parcel although the sanitary sewer main will have to be extended to serve the parcel. All utility construction required to serve the property will be paid by owner and tapping fees will be applied. In addition, there is an existing county drain tile that crosses the property and will either have to be relocated or avoided to maintain its functionality. Driveway access to County Road 15 (19<sup>th</sup> Ave. SW) will have to be approved by Kandiyohi County Public Works Department. The existing 5' concrete sidewalk will be required to be extended to the west edge of the annexed parcel.

**RECOMMENDATION:** Approve the petition for annexation and forward it onto the City Council for public hearing and ordinance adoption.

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Kandiyohi Friends of Firearms Previous Gambling Permit Number: 93337

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 46-4986575

Mailing Address: 1604 1<sup>ST</sup> ST. S Suite # 260 (\* New Suite #)

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Donovan Kuehl

Daytime Phone: 320-212-7460 Email: \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Health Insurance Services, Inc.

Address (do not use P.O. box): 1604 1<sup>ST</sup> ST. S. Suite #260

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): April 10<sup>th</sup>, 2016. 11:00 AM

Check each type of gambling activity that your organization will conduct:

☐ Bingo\* ☐ Paddlewheels\* ☐ Pull-Tabs\* ☐ Tipboards\*

☒ Raffle (total value of raffle prizes awarded for the calendar year: \$ \_\_\_\_\_)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

# LG220 Application for Exempt Permit

5/15  
Page 2 of 2

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input checked="" type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>City of Willmar</u>	Print County Name: _____
Signature of City Personnel: <u>[Signature]</u>	Signature of County Personnel: _____
Title: <u>City Treasurer</u> Date: <u>2-12-2016</u>	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <b>The city or county must sign before submitting application to the Gambling Control Board.</b> </div>	
<b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: \_\_\_\_\_  
 (Signature must be CEO's signature; designee may not sign)

Print Name: Donovan Kuehl

## REQUIREMENTS

### Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

- ☒ a copy of your proof of nonprofit status, and
- ☒ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 1

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACCURPRESS INC .01837	45232	03/02/16	REPAIR MIXER PUMP	75.00		37297		D N	MTCE. OF EQUIPME	651.48486.0334
AFFORDABLE PUMPING SERVI 002404	45233	03/02/16	SEPTIC PUMPING	250.00		31542		D N	CLEANING AND WAS	230.43430.0338
AMEM 003166	45234	03/02/16	2016 MEMBERSHIP DUES	260.00		030116		D N	SUBSCRIPTIONS AN	101.42412.0443
AMERICAN PLANNING ASSOCI 000053	45235	03/02/16	PETERSON-MBRSH P DUES	535.00		030270-15104		D N	SUBSCRIPTIONS AN	101.41402.0443
ANCOM COMMUNICATIONS 003027	45236	03/02/16	REPL. FIRECOM CONTROLLER	367.50		58551		D N	MTCE. OF EQUIPME	101.42412.0334
ANNUAL OUTDOORS 002672	45237	03/02/16	SNOW REMOVAL 02/03/16	15.00		1313		D M 07	OTHER SERVICES	101.41409.0339
	45237	03/02/16	SNOW REMOVAL 02/04/16	15.00		1313		D M 07	OTHER SERVICES	101.41409.0339
	45237	03/02/16	SNOW REMOVAL 02/08/16	15.00		1313		D M 07	OTHER SERVICES	101.41409.0339
	45237	03/02/16	SNOW REMOVAL 02/15/16	15.00		1313		D M 07	OTHER SERVICES	101.41409.0339
				60.00						
			VENDOR TOTAL	60.00						
APPERT'S FOOD SERVICE 002526	45238	03/02/16	CONCESSION SUPPLIES	826.62		602100271		D N	GENERAL SUPPLIES	101.45433.0229
	45238	03/02/16	CONCESSION SUPPLIES	866.70		602240379		D N	GENERAL SUPPLIES	101.45433.0229
				1,693.32						
			VENDOR TOTAL	1,693.32						
BCA CJTE 000095	45239	03/02/16	HELGESON-NARCOTICS TRNG	375.00		23864-010516		D N	TRAVEL-CONF.-SCH	101.42411.0333
BEACON ATHLETICS 000096	45240	03/02/16	BALL FIELD EQUIPMENT	375.84		0452974-IN		D N	SMALL TOOLS	101.43425.0221
BECKER ARENA PRODUCTS IN 000097	45241	03/02/16	HOCKEY BOARD GLASS	920.79		105225		D N	ACCOUNTS PAYABLE	101.202000
BENNETT VENTURES INC 001323	45242	03/02/16	SIGN DEPOSIT REF 2016-01	100.00		2016-01		D N	DEPOSITS-SIGN PE	101.230001
BERNICK'S PEPSI-COLA CO 000103	45243	03/02/16	CONCESSION SUPPLIES	839.10		20880		D N	GENERAL SUPPLIES	101.45433.0229
	45243	03/02/16	CONCESSION SUPPLIES	957.66		3416		D N	GENERAL SUPPLIES	101.45433.0229
	45243	03/02/16	CONCESSION SUPPLIES	101.70		85722		D N	GENERAL SUPPLIES	101.45433.0229
				1,898.46						
			VENDOR TOTAL	1,898.46						

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 2

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BIG RIVER GROUP LLC			003227											
	45244	03/02/16	CNCL RETREAT FACILITAT	5,820.00		02172016		D	N				PROFESSIONAL SER	101.41401.0446
BRISENDINE/STEVE			002453											
	45245	03/02/16	MILEAGE 2/5/16	38.88		020516		D	N				TRAVEL-CONF.-SCH	101.45432.0333
BSE			001980											
	45246	03/02/16	GULRANSON/MCCALL GLOVES	10.00		910712969		D	N				SUBSISTENCE OF P	101.42412.0227
	45246	03/02/16	BIT KEY	12.14		910714682		D	N				SMALL TOOLS	101.42412.0221
	45246	03/02/16	SPARE GLOVES	13.95		910749875		D	N				SMALL TOOLS	101.42412.0221
	45246	03/02/16	SPARE GLOVES	22.30		910749875		D	N				SUBSISTENCE OF P	101.42412.0227
	45246	03/02/16	BATTERIES FOR MONITORS	40.20		910760111		D	N				GENERAL SUPPLIES	101.42412.0229
	45246	03/02/16	OUTSIDE BULB	24.69		910766928		D	N				MTCE. OF STRUCTU	101.42412.0225
	45246	03/02/16	BATTERIES	38.54		910766928		D	N				GENERAL SUPPLIES	101.42412.0229
	45246	03/02/16	H.HUBEL GLOVES	14.22		910786892		D	N				SUBSISTENCE OF P	101.42412.0227
				176.04										
			VENDOR TOTAL	176.04										
						*CHECK TOTAL								
BULLET PROOF MECHANICAL			003181											
	45247	03/02/16	R-22 REFRIGERANT	5,320.00		2059		D	N				GENERAL SUPPLIES	101.45433.0229
	45247	03/02/16	CHILLER REPAIR-LABOR	540.00		2059		D	N				MTCE. OF EQUIPME	101.45433.0334
				5,860.00										
			VENDOR TOTAL	5,860.00										
						*CHECK TOTAL								
BUSINESSWARE SOLUTIONS			002776											
	45248	03/02/16	PRINT/PAGE COUNT	12.78		250848		D	N				OFFICE SUPPLIES	101.41400.0220
	45248	03/02/16	PRINT/PAGE COUNT	25.75		250848		D	N				OFFICE SUPPLIES	101.41402.0220
	45248	03/02/16	PRINT/PAGE COUNT	10.20		250848		D	N				OFFICE SUPPLIES	101.41403.0220
	45248	03/02/16	PRINT/PAGE COUNT	13.00		250848		D	N				OFFICE SUPPLIES	101.41404.0220
	45248	03/02/16	PRINT/PAGE COUNT	168.52		250848		D	N				OFFICE SUPPLIES	101.41405.0220
	45248	03/02/16	PRINT/PAGE COUNT	50.38		250848		D	N				OFFICE SUPPLIES	101.41409.0220
	45248	03/02/16	PRINT/PAGE COUNT	119.90		250848		D	N				OFFICE SUPPLIES	101.42411.0220
	45248	03/02/16	PRINT/PAGE COUNT	31.54		250848		D	N				OFFICE SUPPLIES	101.43417.0220
	45248	03/02/16	PRINT/PAGE COUNT	113.11		250848		D	N				OFFICE SUPPLIES	101.43425.0220
	45248	03/02/16	PRINT/PAGE COUNT	38.41		250848		D	N				OFFICE SUPPLIES	101.45433.0220
	45248	03/02/16	PRINT/PAGE COUNT	1.05		250848		D	N				OFFICE SUPPLIES	101.45435.0220
	45248	03/02/16	PRINT/PAGE COUNT	96.39		250848		D	N				OFFICE SUPPLIES	651.48484.0220
				681.03										
			VENDOR TOTAL	681.03										
						*CHECK TOTAL								
CARDMEMBER SERVICE			002365											
	45249	03/02/16	REFERENCE MATERIALS	119.70		STMT/1-16		D	N				OFFICE SUPPLIES	101.41402.0220
	45249	03/02/16	BLDG OFFICIAL CERTIF.	80.00		STMT/1-16		D	N				LICENSES AND TAX	101.41402.0445
	45249	03/02/16	PAPER-CR. CARD TERMINAL	9.76		STMT/1-16		D	N				OFFICE SUPPLIES	101.41409.0220
	45249	03/02/16	ZOOM CONTROL FOR CAMERA	281.90		STMT/1-16		D	N				SMALL TOOLS	101.41409.0221
	45249	03/02/16	TV CONVERTER BOX	48.35		STMT/1-16		D	N				SMALL TOOLS	101.41409.0221
	45249	03/02/16	PRINTER	297.61		STMT/1-16		D	N				SMALL TOOLS	101.41409.0221
	45249	03/02/16	PRINTER	179.51		STMT/1-16		D	N				SMALL TOOLS	101.41409.0221
	45249	03/02/16	VIDEO HUB ADAPTER	72.95		STMT/1-16		D	N				SMALL TOOLS	101.41409.0221
	45249	03/02/16	NETWORK WIRE	80.16		STMT/1-16		D	N				MTCE. OF EQUIPME	101.41409.0224

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 3

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365							
45249	03/02/16	INDOOR/OUTDOOR FLR MAT	58.83			STMT/1-16		D N	MTCE. OF STRUCTU	101.41409.0225
45249	03/02/16	BROADCASTER SUBSCRIP.	49.00			STMT/1-16		D N	SUBSCRIPTIONS AN	101.41409.0443
45249	03/02/16	OFF SITE BACKUP	17.49			STMT/1-16		D N	SUBSCRIPTIONS AN	101.41409.0443
45249	03/02/16	EXPLORER PANTS-RETURN	74.98CR			STMT/1-16		D N	SUBSISTENCE OF P	101.42411.0227
45249	03/02/16	FELT-LODGING EXPENSE	87.20			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42411.0333
45249	03/02/16	EITREIM-LODGING EXPENSE	71.67			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42411.0333
45249	03/02/16	THERMAL IMAGER REPAIR	200.00			STMT/1-16		D N	MTCE. OF EQUIPME	101.42411.0334
45249	03/02/16	REFERENCE MATERIALS	63.92			STMT/1-16		D N	OFFICE SUPPLIES	101.42412.0220
45249	03/02/16	OFFICE SUPPLIES	3.77			STMT/1-16		D N	OFFICE SUPPLIES	101.42412.0220
45249	03/02/16	LABELS FOR FACE MASKS	85.91			STMT/1-16		D N	SUBSISTENCE OF P	101.42412.0227
45249	03/02/16	MISCELLANEOUS SUPPLIES	15.98			STMT/1-16		D N	GENERAL SUPPLIES	101.42412.0229
45249	03/02/16	KITCHEN SUPPL/SNOW BRUSH	85.62			STMT/1-16		D N	GENERAL SUPPLIES	101.42412.0229
45249	03/02/16	COFFEE	47.64			STMT/1-16		D N	GENERAL SUPPLIES	101.42412.0229
45249	03/02/16	HANSON-INSPECTOR COURSE	13.50			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	HANSON-INSPECTOR COURSE	7.16			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	HANSON-INSPECTOR COURSE	9.24			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	FDIC CONV. AIRFARE	1,405.84			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	HANSON-FDIC CONF REGIS.	545.00			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	GILBERTSON-FDIC CONF REG	545.00			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	MCGILLIVRAY-FDIC CONF	545.00			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	PAULSON-FDIC CONF REGIS.	545.00			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
45249	03/02/16	SEAN-CONF REGIS.	320.00			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
45249	03/02/16	SEAN-LODGING EXPENSE	210.70			STMT/1-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
45249	03/02/16	COMPRESSOR REPAIR-PARTS	308.46			STMT/1-16		D N	MTCE. OF EQUIPME	651.48484.0224
45249	03/02/16	BOILER CHIMNEY-PARTS	526.42			STMT/1-16		D N	MTCE. OF EQUIPME	651.48484.0224
			6,863.31							
		VENDOR TOTAL	6,863.31			*CHECK TOTAL				
CARRANZA/NOE			002547							
45250	03/02/16	INTERPRETED 02/05/16	50.00			020516		D M 07	PROFESSIONAL SER	101.42411.0446
45250	03/02/16	INTERPRETED 02/08/16	75.00			020816		D M 07	PROFESSIONAL SER	101.42411.0446
45250	03/02/16	INTERPRETED 02/13/16	75.00			021316		D M 07	PROFESSIONAL SER	101.42411.0446
45250	03/02/16	INTERPRETED 02/19/16	50.00			021916		D M 07	PROFESSIONAL SER	101.42411.0446
45250	03/02/16	INTERPRETED 02/26/16	50.00			022616		D M 07	PROFESSIONAL SER	101.42411.0446
45250	03/02/16	INTERPRETED 02/05/16	50.00			16001767		D M 07	PROFESSIONAL SER	101.42411.0446
45250	03/02/16	INTERPRETED 02/05/16	50.00			1767		D M 07	PROFESSIONAL SER	101.42411.0446
			400.00							
		VENDOR TOTAL	400.00			*CHECK TOTAL				
CARTER FAMILY TRUST			003232							
45230	03/01/16	PERM. UTILITY EASEMENT	1,250.00			030116		D N	OTHER CHARGES	432.48508.0449
CENTERPOINT ENERGY			000467							
45251	03/02/16	NATURAL GAS-FEB	10.02			6007936/2-16		D N	UTILITIES	230.43430.0332
45251	03/02/16	NATURAL GAS-FEB	2,760.20			6007939/2-16		D N	UTILITIES	101.43425.0332
45251	03/02/16	NATURAL GAS-FEB	797.51			6102726/2-16		D N	UTILITIES	101.42412.0332
45251	03/02/16	NATURAL GAS-FEB	467.43			6725927/2-16		D N	UTILITIES	230.43430.0332



Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY			000467											
	45251	03/02/16	NATURAL GAS-FEB	10.02		7177865/2-16		D	N				UTILITIES	230.43430.0332
	45251	03/02/16	NATURAL GAS-FEB	326.06		8503501/2-16		D	N				MTCE. OF EQUIPME	651.48485.0334
	45251	03/02/16	NATURAL GAS-FEB	666.86		8512023/2-16		D	N				UTILITIES	651.48485.0332
	45251	03/02/16	NATURAL GAS-FEB	8,294.26		8795475/2-16		D	N				UTILITIES	651.48484.0332
				13,332.36										
			VENDOR TOTAL	13,332.36		*CHECK TOTAL								
CENTRAL LAKES REST. SUPP			002049											
	45252	03/02/16	FOOD CONT./STEAM PANS	157.73		169333		D	N				MTCE. OF EQUIPME	101.45433.0224
	45252	03/02/16	SCOOP HOLDERS	32.98		61351		D	N				GENERAL SUPPLIES	101.45433.0229
				190.71										
			VENDOR TOTAL	190.71		*CHECK TOTAL								
CENTRAL TIRE AND AUTO IN			000150											
	45253	03/02/16	#068220-TIRES	316.00		52273		D	N				MTCE. OF EQUIPME	101.43425.0224
	45253	03/02/16	INST. TIRES-LABOR	40.00		52273		D	N				MTCE. OF EQUIPME	101.43425.0334
				356.00										
			VENDOR TOTAL	356.00		*CHECK TOTAL								
CHAPPELL CENTRAL INC			000156											
	45254	03/02/16	REPL. PUMP-PARTS	162.43		00067156		D	N				MTCE. OF STRUCTU	101.41408.0225
	45254	03/02/16	REPL. PUMP-LABOR	154.50		00067156		D	N				MTCE. OF STRUCTU	101.41408.0335
	45254	03/02/16	BOILER REPAIR-PARTS	325.97		00067250		D	N				MTCE. OF EQUIPME	101.45427.0224
	45254	03/02/16	BOILER REPAIR-LABOR	1,116.00		00067250		D	N				MTCE. OF EQUIPME	101.45427.0334
	45254	03/02/16	INST. NEW PUMP COUPLING	37.67		00067329		D	N				MTCE. OF STRUCTU	101.41408.0225
	45254	03/02/16	INST. NEW PUMP COUPLING	128.75		00067329		D	N				MTCE. OF STRUCTU	101.41408.0335
	45254	03/02/16	REPL PNEUMATIC CTL VALVE	160.95		00067460		D	N				MTCE. OF STRUCTU	101.41408.0225
	45254	03/02/16	REPL PNEUMATIC CTL VALVE	309.00		00067460		D	N				MTCE. OF STRUCTU	101.41408.0335
	45254	03/02/16	AIR FILTERS	126.00		00158017		D	N				GENERAL SUPPLIES	101.41408.0229
				2,521.27										
			VENDOR TOTAL	2,521.27		*CHECK TOTAL								
CHARTER COMMUNICATIONS			000736											
	45255	03/02/16	PHONE SERV 02/16-03/15	47.26		1136/2-16		D	N				COMMUNICATIONS	101.41409.0330
	45255	03/02/16	PHONE SERV 02/20-03/19	151.65		2191/2-16		D	N				COMMUNICATIONS	101.41409.0330
	45255	03/02/16	PHONE SERV 02/16-03/15	337.05		3552/2-16		D	N				COMMUNICATIONS	208.45005.0330
	45255	03/02/16	PHONE SERV 02/26-03/25	88.01		5124/3-16		D	N				COMMUNICATIONS	101.41409.0330
				623.97										
			VENDOR TOTAL	623.97		*CHECK TOTAL								
CHIEF SUPPLY CORPORATION			000885											
	45256	03/02/16	SWAT CLOTHING	276.00CR		057314		D	N				SUBSISTENCE OF P	101.42411.0227
	45256	03/02/16	CSO UNIFORMS	49.99		420894		D	N				SUBSISTENCE OF P	101.42411.0227
	45256	03/02/16	CSO UNIFORMS	107.96		426493		D	N				SUBSISTENCE OF P	101.42411.0227
	45256	03/02/16	CSO GLOVES	23.00		436029		D	N				SUBSISTENCE OF P	101.42411.0227
	45256	03/02/16	STINGER LED FLASHLIGHT	118.99		442554		D	N				SMALL TOOLS	101.42411.0221
	45256	03/02/16	EXPLORER PRGRM-PANTS	143.99		460457		D	N				SUBSISTENCE OF P	101.42411.0227
				167.93										
			VENDOR TOTAL	167.93		*CHECK TOTAL								

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 5

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CITY AUTO GLASS			002452							
	45257	03/02/16	#129961-REPL. WNDSHLD	150.00		I201015552		D N	MTCE. OF EQUIPME	101.42411.0224
	45257	03/02/16	#129961-REPL. WNDSHLD	75.00		I201015552		D N	MTCE. OF EQUIPME	101.42411.0334
				225.00	*CHECK	TOTAL				
			VENDOR TOTAL	225.00						
CITY OF WILLMAR-GENERAL			000292							
	45258	03/02/16	BLDG PERMIT #23580	103.16		2016-23580		D N	LICENSES AND TAX	101.41408.0445
COLEPAPERS INC			000170							
	45259	03/02/16	SPOONS/FORKS/CUPS	306.00		9176307		D N	GENERAL SUPPLIES	101.41408.0229
	45259	03/02/16	AIR FRESHENER	235.56		9176307		D N	GENERAL SUPPLIES	101.41408.0229
	45259	03/02/16	KLEENEX/PPR TWLS/HAND SO	273.16		9176307		D N	GENERAL SUPPLIES	101.41408.0229
	45259	03/02/16	HAND SOAP	163.74		9176307		D N	GENERAL SUPPLIES	101.45427.0229
	45259	03/02/16	AIR FRESHENER	235.56		9176307		D N	GENERAL SUPPLIES	101.45427.0229
	45259	03/02/16	DISPOSABLE GLOVES	75.94		9176307		D N	GENERAL SUPPLIES	101.45427.0229
	45259	03/02/16	CLEANING SUPPLIES	106.92		9178402		D N	CLEANING AND WAS	101.45435.0228
				1,396.88	*CHECK	TOTAL				
			VENDOR TOTAL	1,396.88						
COMPASS MINERALS AMERICA			003116							
	45260	03/02/16	ROAD SALT	2,276.76		71454136		D N	GENERAL SUPPLIES	101.43425.0229
	45260	03/02/16	ROAD SALT	4,526.78		71456053		D N	GENERAL SUPPLIES	101.43425.0229
				6,803.54	*CHECK	TOTAL				
			VENDOR TOTAL	6,803.54						
COMPUTER PROF. UNLIMITED			000065							
	45261	03/02/16	CAMA MONTHLY SUPPORT-MAR	162.00		STMT/3-16		D N	MTCE. OF EQUIPME	101.41404.0334
	45261	03/02/16	TAX WEB APPRAISAL SUMMRY	104.00		STMT/3-16		D N	MTCE. OF EQUIPME	101.41404.0334
				266.00	*CHECK	TOTAL				
			VENDOR TOTAL	266.00						
CORVAL CONSTRUCTORS			003118							
	45262	03/02/16	FREON LEAK REPAIR-PART	2,816.59		822350		D N	MTCE. OF EQUIPME	101.45433.0224
	45262	03/02/16	FREON LEAK REPAIR-LABO	4,057.25		822350		D N	MTCE. OF EQUIPME	101.45433.0334
				6,873.84	*CHECK	TOTAL				
			VENDOR TOTAL	6,873.84						
CROW CHEMICAL & LIGHTING			000186							
	45263	03/02/16	KLEENEX/HAND TOWELS	149.60		6508		D N	GENERAL SUPPLIES	651.48484.0229
	45263	03/02/16	CLEANING SUPPLIES	504.32		6592		D N	CLEANING AND WAS	101.43425.0228
				653.92	*CHECK	TOTAL				
			VENDOR TOTAL	653.92						
DAN'S SHOP INC			002212							
	45264	03/02/16	FILTERS	251.96		71230		D N	INVENTORIES-MDSE	101.125000
	45264	03/02/16	FILTERS	74.68		71237		D N	INVENTORIES-MDSE	101.125000
	45264	03/02/16	FILTERS	11.35		71336		D N	INVENTORIES-MDSE	101.125000

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 6

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DAN'S SHOP INC 002212	45264	03/02/16	FILTERS	34.06		71370		D N	INVENTORIES-MDSE	101.125000
				372.05	*CHECK	TOTAL				
			VENDOR TOTAL	372.05						
DELTA DENTAL OF MINNESOT 002867	45226	02/18/16	DENTAL INSURANCE-MAR	375.60		6384706		D N	COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES 000009	45265	03/02/16	CLEANING SERVICES-JAN	56.00		326295		D N	CLEANING AND WAS	101.45435.0338
	45265	03/02/16	CLEANING SERVICES-JAN	1,221.00		326297		D N	CLEANING AND WAS	101.45433.0338
				1,277.00	*CHECK	TOTAL				
			VENDOR TOTAL	1,277.00						
DESCHEPPER/MEGAN 002250	45266	03/02/16	LOGIS/PERMIT TRAINING	8.97		02162016		D N	TRAVEL-CONF.-SCH	101.41409.0333
DOMINO'S PIZZA 000210	45267	03/02/16	CONCESSION SUPPLIES	27.05		0025674		D N	GENERAL SUPPLIES	101.45433.0229
	45267	03/02/16	CONCESSION SUPPLIES	36.53		0025782		D N	GENERAL SUPPLIES	101.45433.0229
	45267	03/02/16	CONCESSION SUPPLIES	65.33		0025786		D N	GENERAL SUPPLIES	101.45433.0229
	45267	03/02/16	CONCESSION SUPPLIES	36.53		0025881		D N	GENERAL SUPPLIES	101.45433.0229
				165.44	*CHECK	TOTAL				
			VENDOR TOTAL	165.44						
DOOLEY'S PETROLEUM INC 002163	45228	02/19/16	5,000 GALLONS UNLEADED	7,255.55		742885A		D N	INVENTORIES-MDSE	101.125000
	45228	02/19/16	3,000 GALLONS DIESEL	3,581.91		742886		D N	INVENTORIES-MDSE	101.125000
				10,837.46	*CHECK	TOTAL				
			VENDOR TOTAL	10,837.46						
DYNA SYSTEMS 000223	45268	03/02/16	SPRAY PAINT	154.27		20987826		D N	GENERAL SUPPLIES	101.43425.0229
EMERGENCY RESPONSE SOLUT 003048	45269	03/02/16	SCBA AIR PACKS	332,002.37		5371		D N	FURNITURE AND EQ	438.42412.0552
	45269	03/02/16	NECKSTRAP/SPECTACLE KIT	100.09		5678		D N	FURNITURE AND EQ	438.42412.0552
	45269	03/02/16	RFID READER/WRITER	468.13		5843		D N	FURNITURE AND EQ	438.42412.0552
				332,570.59	*CHECK	TOTAL				
			VENDOR TOTAL	332,570.59						
ERIC'S AVIATION SERVICES 002998	45270	03/02/16	ON SITE MGMT SERV-MAR	6,524.00		STMT/3-16		D N	PROFESSIONAL SER	230.43430.0446
ETTERMAN ENTERPRISES 001567	45271	03/02/16	BULBS FOR THE BLDG	59.97		237535		D M 07	MTCE. OF STRUCTU	101.43425.0225
FASTENAL COMPANY 001188	45272	03/02/16	NUTS/BOLTS	13.19		MNWIL141432		D N	INVENTORIES-MDSE	101.125000

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 7

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FEIKEMA/MEGAN			002727											
	45273	03/02/16	LOGIS/PERMIT TRAINING	395.49		318		D	N				TRAVEL-CONF.-SCH	101.41409.0333
FIESTA TIME RENTAL			003234											
	45274	03/02/16	MOVIE SCREEN RENTAL	733.50		2011907		D	N				RENTS	101.45432.0440
FISCHER LASER EYE CENTER			000244											
	45275	03/02/16	FRAME INSRTS-GARCIA SCBA	64.97		3112		D	N				FURNITURE AND EQ	438.42412.0552
	45275	03/02/16	FRAME INSRTS-MCCALL SCBA	71.70		3468		D	N				FURNITURE AND EQ	438.42412.0552
	45275	03/02/16	FRAME INSRTS-HOLTER SCBA	64.97		3469		D	N				FURNITURE AND EQ	438.42412.0552
				201.64										
			VENDOR TOTAL	201.64										
						*CHECK TOTAL								
FLATTEN/CHRISTOPHER			002647											
	45276	03/02/16	K-9 CONFERENCE	14.00		022216		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FLEETPRIDE			002973											
	45277	03/02/16	WIPER BLADES	404.13		75107790		D	N				INVENTORIES-MDSE	101.125000
	45277	03/02/16	#985577-TRLR LTS/WIRING	67.02		75519791		D	N				MTCE. OF EQUIPME	101.43425.0224
				471.15										
			VENDOR TOTAL	471.15										
						*CHECK TOTAL								
FLEXIBLE PIPE TOOL CO			000273											
	45278	03/02/16	HOSE REEL SWIVEL	316.70		19689		D	N				INVENTORIES-MDSE	101.125000
GENERAL MAILING SERVICES			000293											
	45279	03/02/16	POSTAGE 02/01-02/05/16	1.18		19632		D	N				POSTAGE	101.41400.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	8.03		19632		D	N				POSTAGE	101.41401.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	32.36		19632		D	N				POSTAGE	101.41402.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	40.84		19632		D	N				POSTAGE	101.41403.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	0.59		19632		D	N				POSTAGE	101.41404.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	1.77		19632		D	N				POSTAGE	101.41405.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	15.00		19632		D	N				POSTAGE	101.41408.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	4.22		19632		D	N				POSTAGE	101.43417.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	0.59		19632		D	N				POSTAGE	101.43425.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	2.36		19632		D	N				POSTAGE	208.45005.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	7.67		19632		D	N				POSTAGE	230.43430.0223
	45279	03/02/16	POSTAGE 02/01-02/05/16	0.86		19632		D	N				POSTAGE	651.48484.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	1.57		19668		D	N				POSTAGE	101.41400.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	6.49		19668		D	N				POSTAGE	101.41401.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	45.64		19668		D	N				POSTAGE	101.41402.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	42.65		19668		D	N				POSTAGE	101.41403.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	19.47		19668		D	N				POSTAGE	101.41404.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	2.63		19668		D	N				POSTAGE	101.41405.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	15.00		19668		D	N				POSTAGE	101.41408.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	2.80		19668		D	N				POSTAGE	101.41409.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	1.18		19668		D	N				POSTAGE	101.42412.0223
	45279	03/02/16	POSTAGE 02/08-02/12/16	0.59		19668		D	N				POSTAGE	101.43425.0223

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 8

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES			000293							
	45279	03/02/16	POSTAGE 02/15-02/19/16	3.22		19704		D N	POSTAGE	101.41401.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	6.49		19704		D N	POSTAGE	101.41402.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	69.19		19704		D N	POSTAGE	101.41403.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	1.18		19704		D N	POSTAGE	101.41404.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	1.77		19704		D N	POSTAGE	101.41405.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	15.00		19704		D N	POSTAGE	101.41408.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	2.36		19704		D N	POSTAGE	101.42412.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	2.95		19704		D N	POSTAGE	101.43425.0223
	45279	03/02/16	POSTAGE 02/15-02/19/16	97.94		19704		D N	POSTAGE	416.48451.0223
				453.59						
			VENDOR TOTAL	453.59						
					*CHECK TOTAL					
GENERAL REPAIR SERVICE			000294							
	45280	03/02/16	SUCTION PUMP REPAIR	96.22		59336		D N	MTCE. OF EQUIPME	651.48484.0224
GILLUND ENTERPRISES			002425							
	45281	03/02/16	OIL ADDITIVE CLEANER	829.44		815300		D N	INVENTORIES-MDSE	101.125000
HANSON SILO COMPANY			.00573							
	45282	03/02/16	POWDER COAT FD CART	100.00		8065		D N	INVENTORIES-MDSE	101.125000
HARTLAND OFFICIALS ASSOC			002608							
	45283	03/02/16	WINTER LEAGUE OFFICIAL	1,160.00		021216		D N	PROFESSIONAL SER	101.45432.0446
HAUG IMPLEMENT CO - JOHN			000324							
	45284	03/02/16	SNAP RING PLIERS	16.23		218971		D N	SMALL TOOLS	101.45433.0221
	45284	03/02/16	DRIVE SHAFT SNAP RING	2.66		219366		D N	MTCE. OF EQUIPME	101.45433.0224
				18.89						
			VENDOR TOTAL	18.89						
					*CHECK TOTAL					
HAUG-KUBOTA LLC			002609							
	45285	03/02/16	REPL. BROKEN DRIVE SHAFT	741.23		7476		D N	MTCE. OF EQUIPME	101.45433.0224
	45285	03/02/16	DRIVE SHAFT SNAP RING	1.22		7500		D N	MTCE. OF EQUIPME	101.45433.0224
				742.45						
			VENDOR TOTAL	742.45						
					*CHECK TOTAL					
HAWKINS INC			000325							
	45286	03/02/16	SODIUM HYPOCHLORITE	396.89		3838386		D N	GENERAL SUPPLIES	651.48484.0229
	45286	03/02/16	FERRIC CHLORIDE	4,651.46		3840034		D N	GENERAL SUPPLIES	651.48484.0229
	45286	03/02/16	FERRIC CHLORIDE	4,626.26		3841257 RI		D N	GENERAL SUPPLIES	651.48484.0229
				9,674.61						
			VENDOR TOTAL	9,674.61						
					*CHECK TOTAL					
HEIMAN FIRE EQUIPMENT IN			000330							
	45287	03/02/16	REPAIR FIREFIGHTER PANTS	41.95		0843406		D N	SUBSISTENCE OF P	101.42412.0337
HIGH POINT NETWORKS INC			002299							
	45288	03/02/16	TEMP GAUGE SENSORS	432.00		82139		D N	MTCE. OF EQUIPME	101.45435.0224

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 9

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HILLYARD FLOOR CARE SUPP			000333							
45289	03/02/16	SCRUBBER REPAIR PARTS	85.43		601968959		D N	MTCE. OF EQUIPME	101.45433.0224	
45289	03/02/16	CLEANING SUPPLIES	79.92		601968959		D N	CLEANING AND WAS	101.45433.0228	
45289	03/02/16	VACUUM BAGS	27.12		601970718		D N	GENERAL SUPPLIES	101.45435.0229	
45289	03/02/16	WHITE BOARD CLEANER	3.24		601970719		D N	CLEANING AND WAS	101.45435.0228	
45289	03/02/16	CLEANING SUPPLIES	37.92		601975894		D N	CLEANING AND WAS	101.45427.0228	
45289	03/02/16	TOILET TISSUE	36.53		601975894		D N	GENERAL SUPPLIES	101.45427.0229	
			270.16							
			270.16		*CHECK TOTAL					
		VENDOR TOTAL	270.16							
HOLME/MICHAEL			002511							
45290	03/02/16	CRIMINAL INVESTIG. TRNG	9.00		141		D N	TRAVEL-CONF.-SCH	101.42411.0333	
IN CONTROL INC			002486							
45291	03/02/16	COMP. PROGRAMMING SERV	675.00		15079KA01		D N	PROFESSIONAL SER	651.48484.0446	
INNOVATIVE OFFICE SOLUTI			003023							
45292	03/02/16	CORRECTION TAPE	6.99		IN1075710		D N	OFFICE SUPPLIES	101.42412.0220	
45292	03/02/16	PLATES/GARBAGE BAGS	94.28		IN1075710		D N	GENERAL SUPPLIES	101.42412.0229	
			101.27							
			101.27		*CHECK TOTAL					
		VENDOR TOTAL	101.27							
INTERSTATE POWER SYSTEMS			001699							
45293	03/02/16	GRND STORAGE TANK-PART	1,357.29		1654221RI		D N	MTCE. OF EQUIPME	651.48486.0224	
JAGUSH/JEFFREY			003037							
45294	03/02/16	MILEAGE 1/5-2/12/16	54.00		2172016		D N	TRAVEL-CONF.-SCH	101.43425.0333	
45294	03/02/16	MILEAGE 1/5-2/12/16	54.00		2172016		D N	TRAVEL-CONF.-SCH	651.48484.0333	
			108.00							
			108.00		*CHECK TOTAL					
		VENDOR TOTAL	108.00							
KANDIYOHI CO RECYCLING A			002296							
45295	03/02/16	LAMP RECYCLING	46.50		207		D N	CLEANING AND WAS	101.45427.0338	
KANDIYOHI CO SHERIFF'S D			001507							
45296	03/02/16	VIDEO SURVEILLANCE SY	11,173.36		022216		D N	OTHER CHARGES	101.42411.0449	
KANDIYOHI CO-OP ELECTRIC			000375							
45297	03/02/16	WELCOME TO WILLMAR SIGN	70.27		STMT/2-16		D N	UTILITIES	101.43425.0332	
45297	03/02/16	CO RD 23/HWY 71 BYPASS	175.00		STMT/2-16		D N	UTILITIES	101.43425.0332	
45297	03/02/16	ELEC SERV-LIFT STATIONS	814.00		STMT/2-16		D N	UTILITIES	651.48485.0332	
45297	03/02/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/2-16		D N	UTILITIES	651.48486.0332	
			1,095.27							
			1,095.27		*CHECK TOTAL					
		VENDOR TOTAL	1,095.27							
KARDELL/RANDY			000941							
45298	03/02/16	LOGIS/PERMIT TRAINING	7.50		301		D N	TRAVEL-CONF.-SCH	101.41409.0333	

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 10

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KING'S ELECTRIC LLC			003138											
45299	03/02/16	SCBA COMPRESSOR & WIRE	237.95		256			D	M	07			FURNITURE AND EQ	438.42412.0552
45299	03/02/16	GARAGE DOOR WIRING-PARTS	17.38		259			D	M	07			MTCE. OF STRUCTU	101.43425.0225
45299	03/02/16	GARAGE DOOR WIRING-LABOR	150.50		259			D	M	07			MTCE. OF STRUCTU	101.43425.0335
45299	03/02/16	COMPRESSOR SENSOR-PARTS	52.81		260			D	M	07			MTCE. OF EQUIPME	101.45433.0224
45299	03/02/16	COMPRESSOR SENSOR-LABOR	179.00		260			D	M	07			MTCE. OF EQUIPME	101.45433.0334
			637.64											
		VENDOR TOTAL	637.64		*CHECK TOTAL									
KRISS PREMIUM PRODUCTS I			002122											
45300	03/02/16	VACCUUM-PARTS	130.00		143951			D	N				MTCE. OF EQUIPME	101.45433.0224
LANGNER/LUKE			003070											
45229	02/19/16	MSPS CONFERENCE	394.93		021016			D	N				TRAVEL-CONF.-SCH	101.43417.0333
LANGSJOEN-HOGAN TRUST/JE			003233											
45231	03/01/16	PERM. UTILITY EASEMENT	1,250.00		030116			D	N				OTHER CHARGES	432.48508.0449
LEAGUE OF MN CITIES			000412											
45301	03/02/16	FELT-WORKSHOP REGIS.	20.00		230899			D	N				TRAVEL-CONF.-SCH	101.42411.0333
45301	03/02/16	ANDERSON-WORKSHOP REGIS.	20.00		230899			D	N				TRAVEL-CONF.-SCH	101.42411.0333
45301	03/02/16	CALVIN-CONFERENCE REGIS.	90.00		233155			D	N				TRAVEL-CONF.-SCH	101.41401.0333
			130.00											
		VENDOR TOTAL	130.00		*CHECK TOTAL									
LEAGUE OF MN HUMAN RIGHT			001374											
45302	03/02/16	2016 MEMBERSHIP DUES	100.00		02-010012-WL			D	N				SUBSCRIPTIONS AN	101.41401.0443
LIEN/EMILY			003041											
45303	03/02/16	BASIC INCOME APPROACH	380.00		021616			D	N				TRAVEL-CONF.-SCH	101.41404.0333
45303	03/02/16	2016 MAAO MBRSH DUES	50.00		021616			D	N				SUBSCRIPTIONS AN	101.41404.0443
			430.00											
		VENDOR TOTAL	430.00		*CHECK TOTAL									
LINCOLN FINANCIAL GROUP			002789											
45304	03/02/16	LIFE INSURANCE-MARCH	125.00		M296			D	N				EMPLOYER INSUR.	101.41400.0114
45304	03/02/16	LIFE INSURANCE-MARCH	62.50		M296			D	N				EMPLOYER INSUR.	101.41402.0114
45304	03/02/16	LIFE INSURANCE-MARCH	20.83		M296			D	N				EMPLOYER INSUR.	101.41403.0114
45304	03/02/16	LIFE INSURANCE-MARCH	37.50		M296			D	N				EMPLOYER INSUR.	101.41404.0114
45304	03/02/16	LIFE INSURANCE-MARCH	50.00		M296			D	N				EMPLOYER INSUR.	101.41405.0114
45304	03/02/16	LIFE INSURANCE-MARCH	12.50		M296			D	N				EMPLOYER INSUR.	101.41408.0114
45304	03/02/16	LIFE INSURANCE-MARCH	50.00		M296			D	N				EMPLOYER INSUR.	101.41409.0114
45304	03/02/16	LIFE INSURANCE-MARCH	4.17		M296			D	N				EMPLOYER INSUR.	101.41424.0114
45304	03/02/16	LIFE INSURANCE-MARCH	1,486.20		M296			D	N				INS. PASS THROUG	101.41428.0819
45304	03/02/16	LIFE INSURANCE-MARCH	450.00		M296			D	N				EMPLOYER INSUR.	101.42411.0114
45304	03/02/16	LIFE INSURANCE-MARCH	115.50		M296			D	N				EMPLOYER INSUR.	101.42412.0114
45304	03/02/16	LIFE INSURANCE-MARCH	56.25		M296			D	N				EMPLOYER INSUR.	101.43417.0114
45304	03/02/16	LIFE INSURANCE-MARCH	300.60		M296			D	N				EMPLOYER INSUR.	101.43425.0114
45304	03/02/16	LIFE INSURANCE-MARCH	12.50		M296			D	N				EMPLOYER INSUR.	101.45432.0114
45304	03/02/16	LIFE INSURANCE-MARCH	43.75		M296			D	N				EMPLOYER INSUR.	101.45433.0114

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 11

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP			002789											
	45304	03/02/16	LIFE INSURANCE-MARCH	7.50		M296		D	N				EMPLOYER INSUR.	101.45435.0114
	45304	03/02/16	LIFE INSURANCE-MARCH	6.25		M296		D	N				EMPLOYER INSUR.	101.45437.0114
	45304	03/02/16	LIFE INSURANCE-MARCH	115.00		M296		D	N				EMPLOYER INSUR.	651.48484.0114
	45304	03/02/16	LIFE INSURANCE-MARCH	12.50		M296		D	N				EMPLOYER INSUR.	651.48485.0114
	45304	03/02/16	LIFE INSURANCE-MARCH	12.50		M296		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,981.05		*CHECK TOTAL								
				2,981.05										
LOCAL GOV'T INFORMATION			003226											
	45305	03/02/16	PERMIT SYSTEM NETWORKING	157.50		41439		D	N				PROFESSIONAL SER	101.41409.0446
	45305	03/02/16	PERMIT SYSTEM NETWORKING	82.50		41469		D	N				PROFESSIONAL SER	101.41409.0446
			VENDOR TOTAL	240.00		*CHECK TOTAL								
				240.00										
LOCATORS & SUPPLIES INC			002162											
	45306	03/02/16	SAFETY GLOVES	99.07		0241926		D	N				SUBSISTENCE OF P	101.43425.0227
	45306	03/02/16	SAFETY GLOVES	99.05		0242290		D	N				SUBSISTENCE OF P	101.43425.0227
			VENDOR TOTAL	198.12		*CHECK TOTAL								
				198.12										
LUTHERAN SOCIAL SERVICE			003167											
	45307	03/02/16	MEALS-DINING PROMOTION	140.00		022316		D	N				GENERAL SUPPLIES	101.45435.0229
M-R SIGN CO INC			000424											
	45308	03/02/16	STREET SIGNS	245.90		189509		D	N				MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC			000427											
	45309	03/02/16	#073639 HYD. PUMP	1,150.81		2161187		D	N				MTCE. OF EQUIPME	101.43425.0224
	45309	03/02/16	#151914 CUTTING EDGE	176.60		2161421		D	N				MTCE. OF EQUIPME	101.43425.0224
	45309	03/02/16	#130012 SWEEPER BROOMS	3,198.98		2161441		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	4,526.39		*CHECK TOTAL								
				4,526.39										
MADDEN, GALANTER, HANSEN			000429											
	45310	03/02/16	LABOR RELATIONS-JAN	3,765.71		STMT/1-16		D	M	07			PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE			002249											
	45227	02/18/16	LTD PREMIUM-FEBRUARY	84.99		235		D	N				EMPLOYER INSUR.	101.41400.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	90.86		235		D	N				EMPLOYER INSUR.	101.41402.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	33.80		235		D	N				EMPLOYER INSUR.	101.41403.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	36.14		235		D	N				EMPLOYER INSUR.	101.41404.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	61.09		235		D	N				EMPLOYER INSUR.	101.41405.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	10.07		235		D	N				EMPLOYER INSUR.	101.41408.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	48.63		235		D	N				EMPLOYER INSUR.	101.41409.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	2.97		235		D	N				EMPLOYER INSUR.	101.41424.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	596.62		235		D	N				EMPLOYER INSUR.	101.42411.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	42.49		235		D	N				EMPLOYER INSUR.	101.42412.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	77.71		235		D	N				EMPLOYER INSUR.	101.43417.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	290.79		235		D	N				EMPLOYER INSUR.	101.43425.0114



ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 12

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE			002249							
	45227	02/18/16	LTD PREMIUM-FEBRUARY	10.85		235		D N	EMPLOYER INSUR.	101.45432.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	39.04		235		D N	EMPLOYER INSUR.	101.45433.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	4.61		235		D N	EMPLOYER INSUR.	101.45435.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	6.81		235		D N	EMPLOYER INSUR.	101.45437.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	124.58		235		D N	EMPLOYER INSUR.	651.48484.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	13.62		235		D N	EMPLOYER INSUR.	651.48485.0114
	45227	02/18/16	LTD PREMIUM-FEBRUARY	14.24		235		D N	EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,589.91						
				1,589.91		*CHECK TOTAL				
MARC			000435							
	45311	03/02/16	#130012 CLEANER/WAX/POLI	128.73		0572421		D N	GENERAL SUPPLIES	101.43425.0229
MENARDS			000449							
	45313	03/02/16	GUN RANGE COAT RACK	21.99		96576		D N	SMALL TOOLS	101.45427.0221
	45313	03/02/16	SMALL TOOLS	15.48		96576		D N	SMALL TOOLS	101.45427.0221
	45313	03/02/16	SHELF BRACKET	35.34		96576		D N	MTCE. OF EQUIPME	101.45427.0224
	45313	03/02/16	ELEC PARTS FOR BLDG	22.07		96576		D N	MTCE. OF STRUCTU	101.45427.0225
	45313	03/02/16	BIKE CLEANER	12.44		96576		D N	CLEANING AND WAS	101.45427.0228
	45313	03/02/16	BIKE SHOP PEG HOOK	16.83		96576		D N	GENERAL SUPPLIES	101.45427.0229
	45313	03/02/16	INSPECTION MIRROR	4.98		97326		D N	SMALL TOOLS	651.48484.0221
	45313	03/02/16	LIGHT SOCKET	24.68		97653		D N	MTCE. OF STRUCTU	101.43425.0225
	45313	03/02/16	ELEC PARTS FOR BLDG	68.44		97721		D N	MTCE. OF STRUCTU	101.43425.0225
	45313	03/02/16	POWER STRIP	5.92		97791		D N	SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	228.17						
				228.17		*CHECK TOTAL				
MIDWEST MECHANICAL SOLUT			003230							
	45314	03/02/16	BOILER REPAIR	601.75		P8802		D N	MTCE. OF EQUIPME	651.48484.0224
MILLS AUTOMOTIVE GROUP			000432							
	45315	03/02/16	#057537 REPAIR-PARTS	121.10		14868		D N	MTCE. OF EQUIPME	101.42411.0224
	45315	03/02/16	#057537 REPAIR-LABOR	166.60		14868		D N	MTCE. OF EQUIPME	101.42411.0334
	45315	03/02/16	TIRE PRESSURE SENSOR	37.52		3520169		D N	MTCE. OF EQUIPME	101.42411.0224
	45315	03/02/16	TIRE PRESSURE SENSOR	85.21		3520193		D N	MTCE. OF EQUIPME	101.42411.0224
	45315	03/02/16	BRAKE PARTS	265.71		3542279		D N	INVENTORIES-MDSE	101.125000
	45315	03/02/16	BRAKE PARTS	46.64		3543904		D N	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	722.78						
				722.78		*CHECK TOTAL				
MN CHAPTER IAAI, JEFF SC			000478							
	45316	03/02/16	HANSON-MEMBERSHIP DUES	25.00		021116		D N	SUBSCRIPTIONS AN	101.42412.0443
MN DEPT OF PUBLIC SAFETY			000490							
	45317	03/02/16	HAZ. CHEMICAL FEE	25.00		3417500912015		D N	LICENSES AND TAX	651.48484.0445
MN DEPT OF REVENUE			000492							
	233	02/18/16	SALES TAX-JAN	1,793.00		STMT/1-16		M N	SALES TAX PAYABL	101.206000
	233	02/18/16	USE TAX-JAN	77.40		STMT/1-16		M N	SALES TAX PAYABL	101.206000

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 13

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE			000492							
233	02/18/16	USE TAX-JAN		20.62CR		STMT/1-16		M N	SMALL TOOLS	101.41404.0221
233	02/18/16	USE TAX-JAN		3.49CR		STMT/1-16		M N	OFFICE SUPPLIES	101.41409.0220
233	02/18/16	USE TAX-JAN		8.88CR		STMT/1-16		M N	SMALL TOOLS	101.41409.0221
233	02/18/16	USE TAX-JAN		0.59CR		STMT/1-16		M N	MTCE. OF STRUCTU	101.41409.0225
233	02/18/16	USE TAX-JAN		11.55CR		STMT/1-16		M N	SMALL TOOLS	101.42411.0221
233	02/18/16	DIESEL FUEL TAX-JAN		7.34		STMT/1-16		M N	MOTOR FUELS AND	101.42411.0222
233	02/18/16	USE TAX-JAN		0.26CR		STMT/1-16		M N	GENERAL SUPPLIES	101.42411.0229
233	02/18/16	DIESEL FUEL TAX-JAN		262.50		STMT/1-16		M N	MOTOR FUELS AND	101.43425.0222
233	02/18/16	USE TAX-JAN		59.74		STMT/1-16		M N	MOTOR FUELS AND	101.43425.0222
233	02/18/16	USE TAX-JAN		3.86		STMT/1-16		M N	MOTOR FUELS AND	101.45433.0222
233	02/18/16	USE TAX-JAN		3.07CR		STMT/1-16		M N	GENERAL SUPPLIES	101.45433.0229
233	02/18/16	USE TAX-JAN		0.54CR		STMT/1-16		M N	GENERAL SUPPLIES	651.48484.0229
233	02/18/16	DIESEL FUEL TAX-JAN		18.01		STMT/1-16		M N	MOTOR FUELS AND	651.48485.0222
		VENDOR TOTAL		2,172.85		*CHECK TOTAL				
				2,172.85						
MN POLLUTION CONTROL AGE			001064							
45318	03/02/16	LAB CERTIFICATION FEE		2,025.00		10000001130		D N	LICENSES AND TAX	651.48484.0445
MN SOCIETY OF PROF. SURV			003235							
45319	03/02/16	2016 MEMBERSHIP DUES		15.00		030116		D N	SUBSCRIPTIONS AN	101.43417.0443
MN STATE FIRE CHIEFS ASS			000520							
45320	03/02/16	2016 MEMBERSHIP DUES		492.00		021916		D N	SUBSCRIPTIONS AN	101.42412.0443
MODERN MARKETING			002952							
45321	03/02/16	CRIME PREV. HANDOUTS		72.82		MMI114234		D N	GENERAL SUPPLIES	101.42411.0229
MOSS & BARNETT			001655							
45322	03/02/16	WRAC FRANCHISE RENEWAL		742.00		642077		D M 07	PROFESSIONAL SER	101.41409.0446
MUNICIPAL EMERGENCY SERV			000197							
45323	03/02/16	FIREFIGHTER GLOVES		70.81		IN1001824		D N	SUBSISTENCE OF P	101.42412.0227
MUNICIPAL UTILITIES			000541							
45324	03/02/16	UTILITIES FOR FEBRUARY		824.32		2/16		D N	UTILITIES	101.42412.0332
45324	03/02/16	UTILITIES FOR FEBRUARY		1,130.74		2/16		D N	UTILITIES	101.43425.0332
45324	03/02/16	UTILITIES FOR FEBRUARY		3,026.75		2/16		D N	UTILITIES	230.43430.0332
45324	03/02/16	UTILITIES FOR FEBRUAR		33,722.27		2/16		D N	UTILITIES	651.48484.0332
45324	03/02/16	ADMIN FEE-JANUARY		1,500.00		2/16		D N	PROFESSIONAL SER	651.48484.0446
45324	03/02/16	ADMIN FEE-FEBRUARY		1,500.00		2/16		D N	PROFESSIONAL SER	651.48484.0446
45324	03/02/16	UTILITIES FOR FEBRUARY		3,057.69		2/16		D N	UTILITIES	651.48485.0332
		VENDOR TOTAL		44,761.77		*CHECK TOTAL				
				44,761.77						
MVTL LABORATORIES INC			000544							
45325	03/02/16	LAB TESTING		704.00		796492		D N	PROFESSIONAL SER	651.48484.0446

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 14

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC 000544	45325	03/02/16	LAB TESTING	45.00		797180		D	N				PROFESSIONAL SER	651.48484.0446
				749.00	*CHECK	TOTAL								
			VENDOR TOTAL	749.00										
NEXTEL COMMUNICATION 000578	45326	03/02/16	CELL PHONE USAGE-JAN	2,110.74		317498885-093		D	N				COMMUNICATIONS	101.41409.0330
NORTHERN BUSINESS PRODUC 002322	45327	03/02/16	OFFICE SUPPLIES	188.09		21388-0		D	N				OFFICE SUPPLIES	101.42411.0220
O'REILLY AUTOMOTIVE INC 000650	45328	03/02/16	HEADLIGHT BULB	17.98		1528-401178		D	N				MTCE. OF EQUIPME	101.42411.0224
	45328	03/02/16	WIPER BLADES	17.09		1528-402827		D	N				MTCE. OF EQUIPME	101.42411.0224
	45328	03/02/16	OIL IN CAR 10	27.45		1528-403161		D	N				MOTOR FUELS AND	101.42411.0222
	45328	03/02/16	WIPER BLADES	35.13		1528-405368		D	N				MTCE. OF EQUIPME	101.42411.0224
				97.65	*CHECK	TOTAL								
			VENDOR TOTAL	97.65										
OFFICE SERVICES 000589	45329	03/02/16	PHOTO COPIES-JAN	1.20		STMT/2-16		D	N				OFFICE SUPPLIES	101.41400.0220
	45329	03/02/16	PHOTO COPIES-JAN	115.54		STMT/2-16		D	N				OFFICE SUPPLIES	101.41401.0220
	45329	03/02/16	PHOTO COPIES-JAN	22.58		STMT/2-16		D	N				OFFICE SUPPLIES	101.41401.0220
	45329	03/02/16	PHOTO COPIES-JAN	63.46		STMT/2-16		D	N				OFFICE SUPPLIES	101.41402.0220
	45329	03/02/16	PHOTO COPIES-JAN	40.80		STMT/2-16		D	N				OFFICE SUPPLIES	101.41402.0220
	45329	03/02/16	PHOTO COPIES-JAN	51.87		STMT/2-16		D	N				OFFICE SUPPLIES	101.41403.0220
	45329	03/02/16	PHOTO COPIES-JAN	41.55		STMT/2-16		D	N				OFFICE SUPPLIES	101.41403.0220
	45329	03/02/16	PHOTO COPIES-JAN	40.49		STMT/2-16		D	N				OFFICE SUPPLIES	101.41404.0220
	45329	03/02/16	PHOTO COPIES-JAN	9.90		STMT/2-16		D	N				OFFICE SUPPLIES	101.41404.0220
	45329	03/02/16	PHOTO COPIES-JAN	53.73		STMT/2-16		D	N				OFFICE SUPPLIES	101.41405.0220
	45329	03/02/16	PHOTO COPIES-JAN	2.10		STMT/2-16		D	N				OFFICE SUPPLIES	101.41405.0220
	45329	03/02/16	PHOTO COPIES-JAN	5.41		STMT/2-16		D	N				OFFICE SUPPLIES	101.41409.0220
	45329	03/02/16	PHOTO COPIES-JAN	6.15		STMT/2-16		D	N				OFFICE SUPPLIES	101.41409.0220
	45329	03/02/16	PHOTO COPIES-JAN	87.66		STMT/2-16		D	N				OFFICE SUPPLIES	101.43417.0220
	45329	03/02/16	PHOTO COPIES-JAN	15.53		STMT/2-16		D	N				OFFICE SUPPLIES	101.43417.0220
	45329	03/02/16	PHOTO COPIES-JAN	9.42		STMT/2-16		D	N				OFFICE SUPPLIES	101.43425.0220
	45329	03/02/16	PHOTO COPIES-JAN	3.75		STMT/2-16		D	N				OFFICE SUPPLIES	101.43425.0220
	45329	03/02/16	PHOTO COPIES-JAN	17.37		STMT/2-16		D	N				OFFICE SUPPLIES	101.45432.0220
	45329	03/02/16	PHOTO COPIES-JAN	34.58		STMT/2-16		D	N				OFFICE SUPPLIES	101.45432.0220
				623.09	*CHECK	TOTAL								
			VENDOR TOTAL	623.09										
ONEBIRD LLC 002717	45330	03/02/16	TRAVEL GUIDE AD-JAN	136.62		557		D	N				OTHER CHARGES	208.45010.0449
PAPER & THREADS LLC 002895	45331	03/02/16	PATCHES-EXPLORER SHIRTS	18.00		21216		D	N				SUBSISTENCE OF P	101.42411.0227

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 15

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PETERSON SHOE STORE			000608							
	45332	03/02/16	DELEEUW-SAFETY BOOTS	175.00		170617		D N	SUBSISTENCE OF P	101.43425.0227
	45332	03/02/16	MARCUS-SAFETY BOOTS	175.00		171998		D N	SUBSISTENCE OF P	101.45433.0227
				350.00	*CHECK	TOTAL				
			VENDOR TOTAL	350.00						
POMP'S TIRE SERVICE INC			003170							
	45333	03/02/16	TIRES FOR SQUADS	222.54CR		210188655		D N	MTCE. OF EQUIPME	101.42411.0224
	45333	03/02/16	TIRES FOR SQUADS	378.60		210206269		D N	MTCE. OF EQUIPME	101.42411.0224
				156.06	*CHECK	TOTAL				
			VENDOR TOTAL	156.06						
POWER PLAN OIB			000342							
	45334	03/02/16	#007712-SHARPENED KNIVES	33.86		P04649		D N	MTCE. OF EQUIPME	101.43425.0334
	45334	03/02/16	#126466 ENGINE REPAIR	395.93		W12583		D N	MTCE. OF EQUIPME	101.43425.0334
				429.79	*CHECK	TOTAL				
			VENDOR TOTAL	429.79						
PROMETHEAN INC			003231							
	45335	03/02/16	SMARTBOARD FLAT SCREEN	2,729.49		200/60171055		D N	SMALL TOOLS	101.43417.0221
QUICK SIGNS			001093							
	45336	03/02/16	VEHICLE LETTERING	130.00		172019		D N	INVENTORIES-MDSE	101.125000
	45336	03/02/16	DIAMOND EDGE SIGN	18.00		172060		D N	GENERAL SUPPLIES	101.45433.0229
				148.00	*CHECK	TOTAL				
			VENDOR TOTAL	148.00						
R & B SUPPLY CO INC			003092							
	45337	03/02/16	LED LIGHTS	212.47		51222		D N	MTCE. OF EQUIPME	101.43425.0224
	45337	03/02/16	CUTOFF WHEELS	462.48		51222		D N	GENERAL SUPPLIES	101.43425.0229
				674.95	*CHECK	TOTAL				
			VENDOR TOTAL	674.95						
RIDGEWATER COLLEGE			001136							
	45338	03/02/16	MCCALL TRNG COURSE	1,280.00		00201974		D N	TRAVEL-CONF.-SCH	101.42412.0333
ROSEMEIER/THOMAS J			001742							
	45339	03/02/16	LOGIS/PERMIT TRAINING	9.00		306		D N	TRAVEL-CONF.-SCH	101.41409.0333
	45339	03/02/16	SCHL FOR BLDG OFFICIALS	139.20		307		D N	TRAVEL-CONF.-SCH	101.41402.0333
				148.20	*CHECK	TOTAL				
			VENDOR TOTAL	148.20						
ROSENAU/TANYA			.02113							
	45340	03/02/16	MILEAGE-DELIVERED GUIDES	9.18		060116		D N	OTHER CHARGES	208.45008.0449
S. ROBERTS COMPANY			002993							
	45341	03/02/16	FINE SCREEN BAGS	1,393.00		16-101		D N	GENERAL SUPPLIES	651.48484.0229

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 16

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SAND ELECTRIC 000678										
	45342	03/02/16	RE-LAMP PRKNG LOT LTS	1,425.30		4494		D N	MTCE. OF OTHER I	101.45433.0226
	45342	03/02/16	RE-LAMP PRKNG LOT LTS	285.00		4494		D N	MTCE. OF OTHER I	101.45433.0336
	45342	03/02/16	INSPECT R.O. SYSTEM	57.00		4522		D N	MTCE. OF STRUCTU	101.45433.0335
				1,767.30						
			VENDOR TOTAL	1,767.30		*CHECK TOTAL				
SERVICE CENTER/CITY OF W 000685										
	45343	03/02/16	GAS-61.03 GALLONS	100.82		STMT/1-16		D N	MOTOR FUELS AND	101.41402.0222
	45343	03/02/16	GAS-15.94 GALLONS	26.78		STMT/1-16		D N	MOTOR FUELS AND	101.41408.0222
	45343	03/02/16	DIESEL-26.00 GALLONS	38.48		STMT/1-16		D N	MOTOR FUELS AND	101.42411.0222
	45343	03/02/16	GAS-2144.22 GALLONS	3,523.52		STMT/1-16		D N	MOTOR FUELS AND	101.42411.0222
	45343	03/02/16	DIESEL-81.40 GALLONS	113.88		STMT/1-16		D N	MOTOR FUELS AND	101.42412.0222
	45343	03/02/16	GAS-183.90 GALLONS	299.93		STMT/1-16		D N	MOTOR FUELS AND	101.42412.0222
	45343	03/02/16	GAS-43.83 GALLONS	71.90		STMT/1-16		D N	MOTOR FUELS AND	101.43417.0222
	45343	03/02/16	DIESEL-2252.61 GALLONS	3,151.78		STMT/1-16		D N	MOTOR FUELS AND	101.43425.0222
	45343	03/02/16	GAS-706.38 GALLONS	1,153.38		STMT/1-16		D N	MOTOR FUELS AND	101.43425.0222
	45343	03/02/16	DIESEL-75.00 GALLONS	96.75		STMT/1-16		D N	MOTOR FUELS AND	101.45433.0222
	45343	03/02/16	GAS-36.91 GALLONS	62.01		STMT/1-16		D N	MOTOR FUELS AND	101.45433.0222
	45343	03/02/16	DIESEL-63.82 GALLONS	94.45		STMT/1-16		D N	MOTOR FUELS AND	651.48485.0222
	45343	03/02/16	EQUIPMENT REPAIR-OIL	89.44		STMT/2-16		D N	MOTOR FUELS AND	101.42411.0222
	45343	03/02/16	EQUIPMENT REPAIR-PARTS	183.61		STMT/2-16		D N	MTCE. OF EQUIPME	101.42411.0224
	45343	03/02/16	EQUIPMENT REPAIR-PARTS	77.61		STMT/2-16		D N	MTCE. OF EQUIPME	101.42412.0224
	45343	03/02/16	EQUIPMENT REPAIR-OIL	100.19		STMT/2-16		D N	MOTOR FUELS AND	101.43425.0222
	45343	03/02/16	EQUIPMENT REPAIR-PARTS	74.64		STMT/2-16		D N	MTCE. OF EQUIPME	101.43425.0224
				9,259.17						
			VENDOR TOTAL	9,259.17		*CHECK TOTAL				
SHERWIN WILLIAMS CO 000690										
	45344	03/02/16	PAINT FOR TABLES	106.55		1144-8		D N	MTCE. OF EQUIPME	101.43425.0224
	45344	03/02/16	PAINT MACHINE	6,489.00		9653-0		D N	FURNITURE AND EQ	450.43425.0552
				6,595.55						
			VENDOR TOTAL	6,595.55		*CHECK TOTAL				
SIZTO TECH CORPORATION 002992										
	45345	03/02/16	SAMPLER PUMP PARTS	229.72		135994		D N	MTCE. OF EQUIPME	651.48484.0224
SOS TECHNOLOGIES 003032										
	45346	03/02/16	DEFIB. PADS/BATTERY	208.75		105298		D N	GENERAL SUPPLIES	101.41401.0229
SOUTHWEST CHAPTER MSPE 000926										
	45347	03/02/16	LANGNER-SEMINAR REGIS.	60.00		022316		D N	TRAVEL-CONF.-SCH	101.43417.0333
	45347	03/02/16	HOEKSTRA-SEMINAR REGIS.	60.00		022316		D N	TRAVEL-CONF.-SCH	101.43417.0333
	45347	03/02/16	WITTMAN-SEMINAR REGIS.	60.00		022316		D N	TRAVEL-CONF.-SCH	101.43417.0333
				180.00						
			VENDOR TOTAL	180.00		*CHECK TOTAL				
SOUTHWEST MN CHAPTER OF 001282										
	45348	03/02/16	KARDELL-MEMBERSHIP DUES	160.00		2016		D N	SUBSCRIPTIONS AN	101.41402.0443

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SPRINGSTED INCORPORATED			000705							
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	DUE FROM M.U.C.-	295.123006
45349	03/02/16	CONT DISCLOSURE SERVIC	1,300.00			16-078		D N	DUE FROM M.U.C.-	295.123006
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	DUE FROM M.U.C.-	295.123006
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	307.47100.0449
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	308.47100.0449
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	310.47100.0449
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	311.47100.0449
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	312.47100.0449
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	313.47100.0449
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	327.47100.0449
45349	03/02/16	CONT DISCLOSURE SERVICES	200.00			16-078		D N	OTHER CHARGES	350.47400.0449
45349	03/02/16	ARBITRAGE CALCULATIONS	2,750.00			862.999-5		D N	PROFESSIONAL SER	304.47100.0446
45349	03/02/16	ARBITRAGE CALCULATIONS	850.00			862.999-6		D N	PROFESSIONAL SER	651.48484.0446
			6,900.00							
			6,900.00							
		VENDOR TOTAL								
ST CROIX RECREATION CO I			000673							
45350	03/02/16	PLAY EQUIP REPAIR-PART	1,987.60			18774		D N	MTCE. OF OTHER I	101.43425.0226
STAR TRIBUNE			000710							
45351	03/02/16	13 WEEK SUBSCRIPTION	113.10			7986818/2-16		D N	SUBSCRIPTIONS AN	101.41402.0443
STRATEGIC EQUIPMENT			002595							
45352	03/02/16	DISHWASHER SOAP	82.96CR			149883		D N	CLEANING AND WAS	101.45435.0228
45352	03/02/16	DISHWASHER SOAP	109.92			2580418		D N	CLEANING AND WAS	101.45435.0228
			26.96							
			26.96							
		VENDOR TOTAL								
TASC			002856							
45353	03/02/16	QTRLY FLEX ADMIN FEE	485.00			IN736609		D N	REFUNDS AND REIM	101.41428.0882
TERMINAL SUPPLY CO			001974							
45354	03/02/16	SWITCHES/DUPLEX WIRE	113.36			86207		D N	INVENTORIES-MDSE	101.125000
THOMSON REUTERS - WEST			001227							
45355	03/02/16	STATUTE BOOKS	678.12			833477910		D N	OFFICE SUPPLIES	101.42411.0220
THURSTON/MARY ANN			.02326							
45312	03/02/16	REFUND FOR CNCLD CLASS	60.00			02232016		D N	REFUNDS AND REIM	101.41428.0882
TORKELSON'S LOCK SERVICE			002583							
45356	03/02/16	REMOVE BROKEN KEY	61.00			453985-1		D N	MTCE. OF STRUCTU	101.41408.0335
45356	03/02/16	REBUILD LOCK	65.00			453986-0		D N	MTCE. OF STRUCTU	101.42412.0335
			126.00							
			126.00							
		VENDOR TOTAL								
TRAVEL GUIDES FREE			003223							
45357	03/02/16	TRAVEL GUIDE AD	189.09			1572		D N	OTHER CHARGES	208.45010.0449

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 18

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
UNCOMMON USA INC 001286	45358	03/02/16	US FLAGS AND POLES	470.40		804508		D N	GENERAL SUPPLIES	101.43425.0229
UNITED LABORATORIES 000764	45359	03/02/16	HAND CLEANER	543.00		INV145173		D N	CLEANING AND WAS	101.43425.0228
US BANK EQUIPMENT FINANC 003143	45360	03/02/16	COPIER LEASE-FEB	131.75		296880313		D N	RENTS	101.41405.0440
VETERANS CENTRAL COUNCIL .02327	45361	03/02/16	TRAVELING MEMORIAL WALL	500.00		022316		D N	OTHER CHARGES	208.45013.0449
VIGIL/RUDY 000951	45362	03/02/16	MILEAGE 1/6-2/9/16	110.16		232		D N	TRAVEL-CONF.-SCH	101.41409.0333
VISU-SEWER INC 000783	45363	03/02/16	MANHOLE GROUTING	8,275.00		27400		D N	MTCE. OF OTHER I	651.48485.0336
WAL-MART COMMUNITY 000789	45364	03/02/16	WATER/COFFEE/BATTERIES	69.82		2911		D N	GENERAL SUPPLIES	651.48484.0229
	45364	03/02/16	BATTERIES	24.52		5532		D N	GENERAL SUPPLIES	101.42411.0229
	45364	03/02/16	PLATES/TOWELS	21.31		8727		D N	GENERAL SUPPLIES	101.45435.0229
			VENDOR TOTAL	115.65		*CHECK TOTAL				
WALLACE/TIMOTHY 002971	45365	03/02/16	FUEL FOR SQUAD #15	20.00		143		D N	MOTOR FUELS AND	101.42411.0222
WASIK/CRAIG 003229	45366	03/02/16	FIRE SCHOOL	244.82		100		D N	TRAVEL-CONF.-SCH	101.42412.0333
WEST CENTRAL COMMUNICATI 000796	45367	03/02/16	HANSON-PAGER	519.00		081180S		D N	SMALL TOOLS	101.42412.0221
	45367	03/02/16	AIRPORT RADIO BATTERY	93.45		081247S		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	612.45		*CHECK TOTAL				
WEST CENTRAL PRINTING 000803	45368	03/02/16	BUSINESS CARDS	203.02		18974		D N	OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL SANITATION 000805	45369	03/02/16	GARBAGE SERVICE-FEBRUARY	26.27		6806100/2-16		D N	CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE 000807	45370	03/02/16	ORD-AMENDING MUC RATES	98.88		CL03075728		D N	PRINTING AND PUB	101.41402.0331
	45370	03/02/16	ORD-AUTH SALE OF PRPTY	74.16		CL03075729		D N	PRINTING AND PUB	101.41401.0331
	45370	03/02/16	COUNCIL PROCEEDINGS PUB.	120.51		CL03076084		D N	PRINTING AND PUB	101.41401.0331
	45370	03/02/16	ORD-AUTH SALE OF PRPTY	64.89		CL03076103		D N	PRINTING AND PUB	101.41401.0331

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 19

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE 000807	45370	03/02/16	COUNCIL PROCEEDINGS PUB.	769.41		DI03189695		D N	PRINTING AND PUB	101.41401.0331
				1,127.85	*CHECK	TOTAL				
			VENDOR TOTAL	1,127.85						
WEST CENTRAL TROPHIES 000808	45371	03/02/16	VOLLEYBALL TROPHIES	55.00		2130		D N	AWARDS AND INDEM	101.45432.0442
WILLMAR CHAMBER OF COMME 000812	45372	03/02/16	CVB BOARD LUNCHES	11.00		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	101.41401.0333
	45372	03/02/16	CVB BOARD LUNCHES	11.00		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	101.41403.0333
	45372	03/02/16	CVB BOARD LUNCHES	11.00		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	101.45433.0333
	45372	03/02/16	CVB BOARD LUNCHES	93.70		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	45372	03/02/16	FISCHER-TOURISM CONF REG	289.00		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	45372	03/02/16	FISCHER-MN HEARTLAND MTG	17.64		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	45372	03/02/16	FISCHER-TOURISM CONF MLS	21.04		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	45372	03/02/16	RECOG GIFT-CVB BRD CHAIR	53.52		CC STMT/1-16		D N	AWARDS AND INDEM	208.45005.0442
	45372	03/02/16	ELECTRICITY-SPORTS SHOW	70.00		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	208.45006.0333
	45372	03/02/16	TABLE-SPORTS SHOW	84.82		CC STMT/1-16		D N	TRAVEL-CONF.-SCH	208.45006.0333
	45372	03/02/16	BOXES FOR WELCOME BAGS	17.66		CC STMT/1-16		D N	OTHER CHARGES	208.45008.0449
	45372	03/02/16	2016 MPI MEMBERSHIP DUES	519.00		CC STMT/1-16		D N	OTHER CHARGES	208.45008.0449
	45372	03/02/16	FISCHER-MTG PROF. TRNG	40.00		CC STMT/1-16		D N	OTHER CHARGES	208.45008.0449
	45372	03/02/16	MTG PLANNER GIFT	12.23		CC STMT/1-16		D N	OTHER CHARGES	208.45008.0449
	45372	03/02/16	SPICER WINTER FEST MTG	8.96		CC STMT/1-16		D N	OTHER CHARGES	208.45010.0449
	45372	03/02/16	FACEBOOK ADVERTISING	3.00		CC STMT/1-16		D N	OTHER CHARGES	208.45010.0449
	45372	03/02/16	FISCHER-BIKE OPEN HS MTG	5.54		CC STMT/1-16		D N	OTHER CHARGES	208.45011.0449
				1,269.11	*CHECK	TOTAL				
			VENDOR TOTAL	1,269.11						
WILLMAR DOWNTOWN DEVELOP 002348	45373	03/02/16	BALANCE OF 1ST QTR PYM	4,618.00		1082		D N	CIVIC PROMOTION	101.45428.0812
WILLMAR WATER CONDITIONI 000831	45374	03/02/16	SOFTENER SALT	8.95		E42380		D N	GENERAL SUPPLIES	101.45435.0229
WINDSTREAM 002100	45375	03/02/16	PHONE SERV-JAN	805.79		STMT/1-16		D N	COMMUNICATIONS	101.41409.0330
WOSMEK/JARED 000093	45376	03/02/16	CRIMINAL INVESTIG. TRNG	9.00		142		D N	TRAVEL-CONF.-SCH	101.42411.0333



ACS FINANCIAL SYSTEM  
03/02/2016 13:49:03

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.00 PAGE 20

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				572,709.40						

RECORDS PRINTED - 000477

ACS FINANCIAL SYSTEM  
03/02/2016 13:49:04

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V08.00 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	134,271.09
208	CONVENTION & VISITORS BUREAU	2,410.41
230	WILLMAR MUNICIPAL AIRPORT	10,322.16
295	COMMUNITY INVESTMENT	1,700.00
304	D.S. - 2004 BOND	2,750.00
307	D.S. - 2007A BOND	200.00
308	D.S. - 2008 BOND	200.00
310	D.S. - 2010 BOND	200.00
311	D.S. - 2011 BOND	200.00
312	D.S. - 2012 BOND	200.00
313	D.S. - 2013 BOND	200.00
327	D.S. - 2007B BOND	200.00
350	RICE HOSPITAL DEBT SERVICE	200.00
416	S.A.B.F. - #2016	97.94
432	C.P. - WASTE TREATMENT	2,500.00
438	C.P. - MISC. PROJECTS	333,010.18
450	CAPITAL IMPROVEMENT FUND	6,489.00
651	WASTE TREATMENT	77,558.62
TOTAL ALL FUNDS		572,709.40

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	572,709.40
TOTAL ALL BANKS		572,709.40

**Willmar Lakes Area CVB Board Meeting  
EBO Room of the CVB/Chamber  
Tuesday, January 19, 2016 @ 12:00 Noon**

**Members Present:** Michelle Olson, Sue Steinert , Ken Warner, Dave Henle, Kevin Halliday, Audrey Nelsen, Jim Butterfield, Doug Kuehnast, Rob Baumgarn, Donna Boonstra and Dave Baker

**Members Excused:** Janet Demuth, David Feist and Roger Imdieke

**Members Absent:** Denny Baker

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:10pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections.
- II. **Acknowledgement of Past Chair Sue Steinert:** Fischer thanked Steinert and recognized her for her hard work for 2015.
- III. **Approve Minutes from the October 20, 2015 Meeting:** It was MSC (m/Kuehnast; s/Henle) to approve the minutes from the October 20, 2015 meeting.
- IV. **Financial Report:** Halliday presented and reviewed the lodging tax revenues report. It was MSC (m/Boonstra, s/Nelsen) to approve the report as it was presented.

[Olson joined the meeting]

- V. **Committee Reports & Requests:**
  - a. **Sports Committee:** Baumgarn said Bantam and PeeWee Hockey Tournaments took place in December, the Lakes Area Classic and the USA Curling Jr. National Championships are this month and there are more hockey tournaments in January and February. Then in March the dry floor events begin. Fischer said the Willmar Bike Advocacy team is working on the Bike Friendly Community application and will complete that in February. There is a Bike Open House on April 7<sup>th</sup> at the City Auditorium, the Mayor's Bike Ride will be on May 20<sup>th</sup> with the picnic at Robbins Island in Willmar and there will be a Bike Rodeo for youth on June 23<sup>rd</sup>. They are also looking into making a bike app to be able to see bike trails. No metro media coverage yet on the curling championships.
  - b. **Special Events Committee:** Fischer shared that they have received an application from the I-500 event and they are scheduling a meeting time to discuss it.
  - c. **Meetings & Conventions Committee:** Fischer said they finalized the ad campaign for 2016 and committed to the following ads: Midwest Meetings, Twin Cities Business, Meeting Pages.com and an MSAE Silver Sponsor. Fischer has also joined Meeting Professionals International and will be attending their events. They will also continue to work on sales calls.

- d. **Visitor Guide Committee:** Steinert shared that the 2016 visitor guide is available for people to pick up. The 2017 visitor guide layout will be changed significantly and they are starting to work on it already.
- e. **Leisure Travel Committee:** Butterfield said they met at the Historical Society and talked about sport show volunteers. St. Cloud is a new show for this year and is February 5-7, the Omaha Show is February 25-28, the Sioux Falls Show is March 10-14 and the Northwest Sports Show is March 30-April 3. Fischer distributed a sign-up sheet. Fischer shared that we are updating our booth for the shows that will include our new logo and a map of the state with our location pointed out. The Glacial Ridge Trail Association has a new website address, they are updating their brochure as well as their map and they took off the Monongalia Historical Society and replaced it with old New London Dam site. There are new managers at Games Lake County Park and the County Board approved an increase of 3-5% in camping fees at all county parks except for Big Kandiyohi County Park East. That increase was a little bit higher due to new water, new electrical, new pads and a new bathhouse. Fischer shared that Dave Laiss will be given the Reuel Harmon Award at the Parks and Trails Council Annual Meeting on March 30<sup>th</sup> at the Town & Country Club in St. Paul.
- f. **Executive Committee:** Steinert shared that they met to discuss the business plan and current committees.
  - i. **CVB Business Plan Review:** They recommend to sunset the Electronic Marketing Committee. Butterfield suggested listing the Bike Sub-Committee under the Leisure Committee. It was MSC (m/ Halliday; s/Henle) to sunset the Electronic Marketing Committee and add the Bike Sub-Committee under the Leisure Committee. Fischer pointed out the current committee assignments.

#### VI. **Affiliated Partnership Updates/Reports:**

- a. **Vision 2040 Update:** Butterfield shared that on February 29<sup>th</sup> at the Willmar Conference Center at 6pm Vision 2040 will have a group gathering with Rebecca Ryan. Nelsen suggested having the board members attend to know what's all involved. Fischer shared that Movies at the Rink is Minions on February 20<sup>th</sup> at 6pm. If you want skates, come earlier. Volunteers are needed yet for this event.
- b. **Other:**

VII. **Executive Director Report:** Fischer distributed the report and went over some of the larger events that are coming up. Such as USA Curling Junior National Championships, Spicer WinterFest, MN Pheasants Forever State Convention, hockey tournaments, Polar Plunge, Regional Archery Tournament, I-500 Winnipeg to Willmar Snowmobile Race, MN Ducks Unlimited State Convention, Valentine Bonspiel and many more events. She has submitted ads to Twin Cities Business, MN Trails, Midwest Meetings, Explore Southern MN Guide, MSAE Directory, AAA Living, Midwest Living, Road Runner, Rider and more. We were awarded the 2016 MN Junior Holstein Convention, the 2016 Combined Stevne Convention, the 2016 MN Elk Breeders Convention, the 2016 MNIAI Conference, the 2016 Fall – All State Jaycees Convention and the 2017 VFW State Baseball Tournament. She has submitted a bid for the 2016 Child Care Providers Together Conference and the 2018 VFW Fall Conference. She has assisted conventions such as Pheasants Forever, MN Elks Convention, the Lakes Area Classic, NARFE Convention, Willmar Curling Club, Willmar Youth Baseball Tournament, MN Ducks Unlimited and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

**VIII. Other Business:**

**a. Word Around the Community:**

- i. Baker:** The Traveling Vietnam Memorial Wall will be at Robbins Island July 1-4<sup>th</sup> and the contact person would be Ron Mackedanz.
- ii. Boonstra:** The EDC offered the director job to Aaron Backman, which was approved by the Joint Powers Board this week and he will start by the end of February.
- iii. Butterfield:** Prairie Woods Sleigh and Ski Event is on February 14<sup>th</sup> from 11am to 3pm with a chili feed and many exhibitors.
- iv. Warner:** The Volunteer Leadership Award Banquet is on February 5<sup>th</sup> at the Willmar Conference Center and invitations are going out today.
- v. Nelsen:** The Mayor will be giving his State of the City at the City Council meeting tonight.
- vi. Henle:** Invited everyone to Spicer Winterfest, which begins this Saturday.
- vii. Olson:** O'Neil's is having a Comedy Show on February 5<sup>th</sup> and tickets are available.
- viii. Halliday:** They are expecting around 20,000 people for the Traveling Vietnam Memorial Wall. The Flags of Honor will fly all four days while the wall is here.

**b. Other:**

**c. Next Meeting Date:** February 16, 2016

**IX. Adjournment:** Steinert adjourned the meeting at 1:01pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

# Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	\$ 10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$ 10,911.35	\$ 13,578.53	\$ 13,861.89
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	\$ 10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	\$ 17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$ 18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17
			\$ 12,994.55	\$ 12,147.50				\$ 14,931.70*	\$ 15,814.85*	\$ 14,889.20*					
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63
		\$ 10,746.10			\$ 12,061.86	\$ 12,886.81*	\$ 13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$ 14,858.75	\$ 14,785.45
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	\$ 9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$ 10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93
Total Lodging tax	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76

\*Kandiyohi County Camping Receipts



## **Willmar Lakes Area CVB Business Plan**

**Mission of the Willmar Lakes Area Convention and Visitors Bureau:**  
To promote and market the Willmar Lakes Area as a travel destination

### **Objectives of the Willmar Lakes Area CVB:**

- To provide unbiased information, support and resources for cohesive county-wide effort to market the Willmar Lakes Area as a visitor destination
- To offer visitors a one-stop shop for travel destination information through the efficient use of our resources as an attempt not to duplicate efforts.
- Continue to identify and unify entities that attract people from outside the Willmar Lakes Area to our Area.
- To support entities whose main functions is to attract people from outside the Willmar Lakes Area to visit our Area.
- To support activities and events whose goal is to enhance the experiences of people visiting the Willmar Lakes Area.
- To actively represent our stakeholders interest in the promotion of the Willmar Lakes Area
- To enhance the quality of life for residents of our community by providing jobs and bringing tax dollars to improve services and infrastructure.
- To continue to develop the board and committee structure to be more actively engaged in the implementation of our objectives.

### **Target Markets of the Willmar Lakes Area CVB:**

- **Leisure Travel**-focus on promoting the Willmar Lakes Area as a great place to visit. Ads and activities will focus on the many leisure amenities we have in the Willmar Lakes Area to include, but not limited to, lakes, trails, camping, museums, events, etc. Activities will include leisure travel advertising, events, visitor guide development and sport show participation. We will continue to work with partner organizations to attract people to live, work, play, learn and do business in Kandiyohi County and to promote quality of life for our residents.
- **Meeting Planner Travel**-focus on the Willmar Lakes Area as a premier conference destination. We will advertise in publications geared towards meeting planners in the upper Midwest, participate in association meetings and events, complete sales calls and attend expos.
- **Sports Travel**-focus on bringing more sporting events to the Willmar Lakes Area. Key components include building relationships with sports organizations in the Willmar Lakes Area, offering services to groups bringing their sporting events to our area, and actively pursuing new events.

## **Willmar Lakes Area CVB Committees:**

**Executive Committee:** Oversees the actions of the Willmar Lakes Area CVB. (Meets the first Tuesday of each month as needed at 12:00 noon)

**Visitor Guide Committee:** Creates and distributes the Willmar Lakes Area Visitor Guide. (Meets the fourth Tuesday of each month at 9:00 a.m.)

**Special Events Committee:** Invests in new events to enhance lodging use in the Willmar Lakes Area. Assist in the development, planning and execution of new events in the Willmar Lakes Area. (Meets the third Tuesday of each month, as needed, at 11:30 a.m.)

**Leisure Travel Marketing:** The Leisure Travel Committee encourages, promotes and enhances the visitor experience in the Willmar Lakes Area. Committee markets area amenities and events, maintains bill boards and participates in sport shows. Committee provides resources and information sharing for area businesses and attractions. Committee focuses on marketing to bring visitors into the Willmar Lakes Area. (Meets the first Monday of each month at 11:30 a.m.)

**Bike Committee:** The Bike Committee operates as a sub-committee of the Leisure Travel Committee and has close ties with the Sports Marketing Committee as well. The purpose of the committee is to promote biking in the Willmar Lakes Area. The committee will focus on Bike Friendly Communities, Trail Connectivity and Bike Events. They will organize the Mayor's Bike Ride annually. (Meets the fourth Wednesday of each month at 11:00 a.m.)

**Meetings and Conventions Marketing:** The Meetings and Conventions Committee promotes and markets the Willmar Lakes Area as a premier conference destination. The committee will actively seek out new marketing avenues to entice meeting planners, organizations and associations to hold their meetings, conferences and conventions in the Willmar Lakes Area. (Meets the third Tuesday of each month at 10:30 a.m.)

**Sports Marketing:** The Sports Marketing Committee promotes and markets the Willmar Lakes Area as a great place to host or attend a sporting event, game or tournament. The committee works with area and state-wide sporting organizations to bring more sporting events to our area as well as to enhance existing ones. (Meets the second Tuesday of every other month at 10:30 a.m.)



Northwest Sportshow  
March 30 – April 3, 2016

Date	Name
Wednesday, March 30 1:00 p.m.-5:00 p.m. (and set-up in the morning)	1. Beth Fischer 2. Best Western Plus
5:00 p.m.- 9:00 p.m.	1. Ed Walhof 2.
Thursday, March 31 1:00 p.m.-5:00 p.m.	1. Mari Klebe 2. Kory Klebe
5:00 p.m.-9:00 p.m.	1. 2.
Friday, April 1 11:00 a.m.-4:00 p.m.	1. Laura Anfinson 2. Dean Anfinson
4:00 p.m.-9:00 p.m.	1. Laura Anfinson 2. Dean Anfinson
Saturday, April 2 10:00 a.m.-3:00 p.m.	1. Trudie Guptill 2. Scott Guptill
3:00-8:00 p.m.	1. 2.
Sunday, April 3 10:00 a.m.-12:00 p.m.	1. 2.
12:00 p.m. – 5:00 p.m. (and takedown)	1. 2.

# City of Willmar, Minnesota

## Building Inspection Report

58

From 02/01/2016 To 02/29/2016

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23379	2/11/2016	JOHN MOLACEK 1705 WILLMAR Avenue SW	95-510-0210 L 1; B 3 MOLENAAR'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75
23501	2/18/2016	ANDREW HENDRICKSON 1400 14TH Avenue NE	95-911-0380 L ; B S 11; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$2,900.00	\$31.45
23566	2/3/2016	AEHB 1217 ELIZABETH Avenue SE	95-580-0020 L 2; B 1 NYQUIST'S 1ST ADDITION	Residential Add/Alter Residential/Alteration	REPAIR FIRE DAMAGED KITCHEN	\$500.00	\$29.65
23567	2/4/2016	SORAYO CAMPO 318 12TH Street NW	95-009-1290 L PT OF 10-11; B 134 SECOND ADDITION	Residential Add/Alter Residential/Alteration	RECONSTRUCT ROOF	\$6,443.78	\$177.87
23575	2/29/2016	AEHB 1217 ELIZABETH Avenue SE	95-580-0020 L 2; B 1 NYQUIST'S 1ST ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$250.00	\$29.53
23576	2/26/2016	MIGUEL GONZALEZ 621 4TH Street SE	95-740-1690 L 9; B 11 SPICER'S ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$550.00	\$33.53

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee <sup>5</sup>
23577	2/22/2016	WELLS FARGO BANK 704 13TH Street SW	95-006-7790 L 2 & PT OF 1; B 116 FIRST ADDITION	Residential Add/Alter Accessory Building	FINISH BASEMENT BATHROOM	\$3,000.00	\$106.15
23581	2/25/2016	NELSON INTERNATIONAL RYAN NELSON 2700 HIGHWAY 12 E	95-913-1180 L ; B S 13; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	RENOVATE EXISTING OFFICE AREA	\$54,500.00	\$875.65
23585	2/26/2016	R&J Tours 1408 WILLMAR Avenue SE	95-382-0030 L 3; B 1 INDEPENDENCE PLACE	Commercial Add/Alter Commercial/Alteration	INTERIOR NEW TENANT IMPROVEMENTS	\$84,000.00	\$1,340.96
23589	2/29/2016	CHARLES A ERPENBACH 1125 RAMBLEWOOD Avenue SW	95-690-1630 L 13; B 8 RAMBLEWOOD ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,500.00	\$51.25
23590	2/26/2016	MITCHELL OLSON 611 16TH Street SW	95-040-0320 L 13 & PT OF 14; B 4 BARNSTAD'S ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF & RESIDE (PORCH)	\$800.00	\$80.40
23594	2/29/2016	AEHB 1304 6TH Street SW	95-750-0260 L PT OF 17; B SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Residential/Alteration	FINISH BASEMENT & ATTIC WALLS	\$3,000.00	\$124.84

From 02/01/2016 To 02/29/2016

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fees
Current Year Current Month Totals				12		\$161,943.78	\$2,913.03
Current YTD Valuation From 01/01/2016 To 02/29/2016						\$2,011,420.28	

**Willmar Community Education & Recreation  
Joint Powers Board Meeting  
February 26, 2016**

**Members Present:** Matt Dawson, Abdiraham Ibrahim, Ross Magnuson, Audrey Nelsen, Pablo Obregon, Rachel Skretvedt, Darin Strand

**Staff Present:** Steve Brisendine, Casey Hagert, Ryan Harper, Tammy Rudningen, Becky Sorenson, Jena Tollefson, Pam Vruwink, Jodi Wambeke

Darin opened the meeting by stating that we would not be breaking up into Program Committee and Park Committee meetings due to the need to discuss the Rice Park renovation plan which was approved by the City Council.

First on the agenda were the program reports by Tammy Rudningen and Pam Vruwink. Tammy started by discussing her duties and program responsibilities such as youth and adult enrichment. A PowerPoint presentation showed various aspects of youth and adult programming, including marching band, HAWK (Healthy Active Willmar Kids), MnAqua (DNR's fishing camp) Reading Corp, and PWELC programs to name a few. Numerous adult classes are also offered from computer classes to CPR/First Aid classes, Star Watch classes to photography and more. Various activities at the Community Center are included in her duties along with the Community Garden at the Center.

One of the main concerns is finding instructors to offer classes and qualified leaders for the youth activities. Instructors generally receive 70% of the class income with CER receiving 30%, except for Star Watch and Split Rock Lighthouse class instructors who receive a lump sum. Enrollment is down due to Pinterest and YouTube. We advertise our classes connect you to people with the same interests as you creating a great social outlet for participants.

Ross Magnuson asked if we receive requests for certain classes that we don't offer. Tammy replied that we occasionally receive a few requests but not a large number. Rachel Skretvedt asked if we look into what other communities are offering. Tammy said she is on the mailing list for several communities and receives their brochures regularly and if instructors can be found we duplicates successful programs.

Pam Vruwink gave a report on aquatics. Her PowerPoint presentation showed the enrollment numbers for swim lessons for the last three years. The numbers have stayed fairly consistent with the enrollment numbers for the younger students increasing a bit. Level 4 students are eligible to participate in Sting Rays which shows in the decrease of our enrollment numbers at that level and above.

The Aquatic Center offers adaptive swim lessons, Lucky Duck Thursdays in July, penny carnival, People First Swim Night (adaptive program), Willmar Fest Queen's Splash, before and after hour rentals for youth and daycare groups. Darin Strand asked about the noon opening and whether the pool could open earlier. Pam responded that we do have activities in the mornings such as adaptive swim lessons but could certainly look to expand morning opportunities.

**COMMUNITY ED & REC  
JOINT POWERS BOARD  
FEBRUARY 26, 2016, PAGE 2**

Pam reported that the Aquatic Center was open 75 days in 2015 compared to 73 days in 2014. There were approximately 200 more in attendance in 2015 compared to 2014. Concession sales were also up approximately \$3,000. Pam stated she was not sure if that was due to switching to Bernick's Pepsi but mentioned that the kids appreciated having Mountain Dew available.

Audrey Nelsen asked about sunset nights. Pam responded that she would look into having some during the season, maybe once or twice a month. Pablo Obregon asked if the pool has been full to the point of people not being allowed in. Pam said that has happened occasionally but a wait list is kept so people are let in as others leave according to the wait list. Rachel Skretvedt said she thought it would be a good idea to have some open mornings.

A question arose about lifeguards. Pam said that last year she had quite a few returning lifeguards so there was no problem at the Aquatic Center. She has proposed an increase in hourly pay to make our lifeguard positions more desirable. Currently the County pays more per hour. Ross Magnuson stated he had heard lifeguards telling other lifeguards to work for the County instead of the City due to the pay difference. Pam is hopeful our pay increase will help alleviate that problem. Audrey Nelsen asked if our lifeguard pay was equal to the YMCA. Pam responded that we will be with the pay increase. The main advantage the YMCA has is that they have year round positions.

Audrey Nelsen also questioned about the early end dates of the Aquatic Center. Pam stated that most of the lifeguards have sports commitments or early college starts which is why we close early. She needs at least 7 guards on duty for the various stations. Audrey asked if that couldn't be taken into account when hiring guards, making sure they were available later in August. Pam said that, if enough lifeguards applied, that could be a requisite.

**Park Committee Program:**

Darin Strand stated that last Tuesday he, Rachel Skretvedt and Steve Brisendine were at the City Council meeting to discuss the park proposal. They addressed the JPB's recommendation to use the \$704,000 to upgrade Rice Park.

Rachel then spoke about the concerns that the City Council expressed.

- 1) Parking – A section of angled parking was discussed. But the consensus was that parking around the whole Rice Park block would be sufficient.
- 2) Competition for DOAC – There might be some competition but the majority of DOAC users are older than the splash pad participants would be.
- 3) Flow thru system versus recirculating – Installation and maintenance costs are higher for the re-circulating system.
- 4) Management – The Park Committee feels it is important to hire a general manager to oversee the construction of the project.

**COMMUNITY ED & REC  
JOINT POWERS BOARD  
FEBRUARY 26, 2016, PAGE 3**

- 5) Three season shelter versus open shelter – The Park Committee recommends an open shelter with restrooms and change area. A three season shelter creates questions: do we keep shelter locked unless there is a reservation, do we have a staff person at the park, to name a few concerns.
- 6) Donations – An easy way for people to donate should be created. Some people are concerned their donation would go to miscellaneous city projects if there is no special park donation category.

Darin Strand asked about the next step and if SRF has general contractors. Steve Brisendine stated that we are in the process of putting together a proposal to contract with SRF to lead us in this project. The first step is removal of existing shelter, wading pool, basketball and sand volleyball courts and possibly move the horseshoe courts. The playground equipment, being fairly new, will remain.

Steve said that decisions about Rice proposals need to be done in a fairly fast fashion if we plan to start construction this year resulting in good progress for a 2017 spring opening. Demolition will happen as soon as weather permits.

The proposed plan is that the splash pad will be placed south of the shelter (existing basketball court area). The idea for the shelter is to pick a style that will be repeated in other parks.

Steve stated that a free flowing splash pad will use 5-8 million gallons of water per year. The cost for a free flowing splash pad is less up front and typically does not have as many break downs as a recirculating system.

The cost for the splash pad is \$200,000 to \$250,000. A 30' x 50' open shelter is estimated at \$60,000. Audrey Nelsen stated that she wants a three season shelter, she doesn't want to see us short change ourselves for the future.

Pablo Obregon asked if this is something we want the Park Committee to work on or should the whole Board be involved. Steve responded that the whole Board would be kept in the loop as things progress but timing might dictate how many board members might be involved in final decisions.

As our next meeting would fall on Good Friday, the question was asked if we should meet the Friday before or after. It was decided to meet earlier to keep on track with the park project. It was felt by the group that SRF should be present at the next meeting if possible. Steve will contact them and find out which day between March 14-18 would work for them and will let the Board know.

As there was no further business, the meeting adjourned.



WILLMAR

**Public Works Director**

**City Office Building**

**333 SW 6<sup>th</sup> Street**

**Willmar, MN 56201**

**Main Number 320-214-5160**

**Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** February 25, 2016

**SUBJECT:** Public Hearing to Consider 2016 Improvements, Order Improvements, Advertise for Bids

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Order the 2016 street and trail improvements, approve plans and specifications, advertise for bids on March 14th and authorize bids to be opened April 5<sup>th</sup>.

Project No. 1601- Reconstruction

7 ½ Street SW- 19<sup>th</sup> Avenue SW to Willmar Avenue SW

15<sup>th</sup> Avenue SW- 8<sup>th</sup> Street SW to 7<sup>th</sup> Street SW

Project No. 1602- Reconstruction

2<sup>nd</sup> Street SW- Minnesota Avenue SW to Trott Avenue SW

Project No 1603-A- Overlay

Lakeland Drive NE –TH No. 12 to Civic Center Drive

Ella Avenue NW- 7<sup>th</sup> Street NW to 1<sup>st</sup> Street (Road and Path Surfaces)

Project No. 1603-B- Overlay

Minnesota Avenue SW- 18<sup>th</sup> Street SW to 1<sup>st</sup> Street

Wastewater Treatment Facility- Biosolids Driveway

Project No. 1604- Parking Lot Repair

Technology Drive NE- Parking lot adjacent to #1801 Technology Drive NE

**BACKGROUND:** As required by State Statute 429.031 subd. 1(b), a Public Hearing on the proposed 2016 street and trail improvements has been called for the purpose of reviewing and explaining the proposed improvements, and estimated costs, and to obtain input from interested parties. Following the hearing, approval of the plans and specifications as prepared by staff requires Council action at this time for authorization to advertise for bids.

**FINANCIAL CONSIDERATION:** The funding associated with the project includes Special Assessments, State Aid Funds and bond proceeds.

**LEGAL:** State Statute 429.031 subd. 1(b)

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator



NOTICE OF PUBLIC HEARING ON IMPROVEMENT  
CITY OF WILLMAR, MINNESOTA

Notice is hereby given that the City Council of Willmar will meet in the Council Chambers of the Municipal Utilities Building, 700 Litchfield Avenue SW, at 7:01 p.m. on Monday, March 7th, 2016, to consider the construction of the following improvements, to wit:

The construction of one or more of the following items: grading, aggregate base, bituminous paving, concrete curb & gutter, sidewalk, edge drain, storm sewer, sanitary sewer, watermain, service lines, and street lighting.

**Reconstruction:**

- 7 ½ Street SW: 19<sup>th</sup> Avenue SW to Willmar Avenue SW
- 15<sup>th</sup> Avenue SW: 8<sup>th</sup> Street SW to 7<sup>th</sup> Street SW
- 2<sup>nd</sup> Street SW: Minnesota Avenue SW to Trott Avenue SW

**Overlay:**

- Lakeland Drive NE: TH No. 12 to Civic Center Drive
- Ella Avenue NW: 7<sup>th</sup> Street NW to 1<sup>st</sup> Street (Road and Path Surfaces)
- Minnesota Avenue SW: 18<sup>th</sup> Street SW to 1<sup>st</sup> Street

The total estimated cost of the improvements is \$2,638,032.00.

Project costs will be assessed pursuant to Minnesota Statutes, sections 429.011 to 429.111. The area proposed to be assessed for such improvements is every lot, piece or parcel of land within the City of Willmar benefited by said improvements whether abutting thereon or not, based on benefits received and without regard to cash valuation.

A reasonable estimate of the impact of the assessment will be available at the hearing. The Council proposes to proceed under the authority granted by Chapter 429 M.S.A.

Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting. Written or oral objections will be considered.

If you have any questions regarding these improvements, please contact the City Engineer's Office at (320) 235-4202.

Dated this 17th day of February, 2016

BY ORDER OF THE CITY COUNCIL

By: /s/ Kevin J. Halliday  
City Clerk- Treasurer

**RESOLUTION NO. \_\_\_\_**

**ORDERING 2016 STREET AND OTHER IMPROVEMENTS  
(AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS)**

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2016 Street and Other Improvements.
3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 7th day of March, 2016.

\_\_\_\_\_  
MAYOR PRO TEMPORE

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 1601, 1602, 1603-A, 1603-B, and 1604 for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 5th day of April, 2016, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 7<sup>th</sup> day of March, 2016.

---

Mayor Pro Tempore

Attest:

---

City Clerk

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the Willmar City Council met on Monday, February 22, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	.....	Chair
	Ron Christianson	.....	Member
	Audrey Nelsen	.....	Member
	Shawn Mueske	.....	Member

Others present: City Administrator Larry Kruse, Finance Director Steve Okins, Information Systems Coordinator Ross Smeby.

#### Item No. 1      Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m.

#### Item No. 2      Public Comments

There were no comments from the public.

#### Item No. 3      Reallocate CIP Funding (Resolution)

Staff requested the reallocation of Capital Improvement Program funding for Thin Clients and use it for the City Council and staff tablets in the amount of \$18,000 and purchase of a Document Management System in the amount of \$41,000. City Staff further requested that the \$18,000 for tablets be tabled.

Mr. Smeby explained the need for a secure electronic document management system. The system would ensure the protection of documents, help in auditing, contains all City's documents, and aid in record retention.

Following discussion, Council Member Mueske introduced a resolution to authorize the Mayor and City Administrator to repurpose \$41,000 from the Information Systems Thin Client Capital Improvement Project to the Document Management System Project. Council Member Nelsen seconded the motion which carried.

#### Item No. 4      New City Website (Resolution)

Staff presented to the Committee an agreement with Revize Software Systems to create a new City website with an estimated cost of \$24,700.

Mr. Smeby explained the need for a new website with software that will provide a variety of applications for citizens' engagement, staff productivity, mobile devices, and accessibility features.

Following discussion, Council Member Mueske introduced a resolution to authorize the Mayor and City Administrator to enter into an agreement with Revize LLC in the amount of \$24,700

to create a new city website. Council Member Christianson seconded the motion which carried.

Item No. 5      Donations to Law Enforcement Explorer Program (Resolution)

Staff presented to the Committee a donation of \$250 to the Willmar Police Department Law Enforcement Explorer program from Duininck Concrete Company. It is a requirement that the Council accept all donations by resolution.

Following discussion, Council Member Christianson introduced a resolution accepting the \$250 donation from Duininck Concrete Company and to direct the City Administrator to send a letter of appreciation. Council Member Mueske seconded the motion which carried.

Item No. 6      Donation Protocols (Motion)

Staff presented to the Committee a proposed change in protocol for staff to acknowledge all donations by letter and regularly inform the Council for acceptance of these donations by resolution. It was proposed that staff will accumulate all donations to be presented at the end of the year for formal approval for audit purposes and State compliance.

Following discussion, Council Member Mueske made a motion to approve the Donation Protocol as amended to be presented quarterly to the Council for formal approval. Council Member Nelsen seconded the motion which carried.

Item No. 7      LED Retrofit Lighting Project (Motion)

Chair Anderson presented to the Committee an agreement for the purchase of LED conversion kits from Etterman Enterprises for \$17,420.13 and installation by Kim's Electric for \$6,840 for the Public Works Garage totaling \$24,260.13. The 2016 Capital Outlay Program has included \$35,000 for LED lighting.

Following discussion, Council Member Christianson made a motion to approve the agreements for the LED conversion kits. Council Member Nelsen seconded the motion which carried.

Item No. 8      Accept Project and Authorize Final Payment Project 1404 (Resolution)

Chair Anderson presented to the Committee a recommendation to accept and authorize final payment to Vreeman Construction in the amount of \$42,798.46 for Project No. 1404 for the 12<sup>th</sup> Street SE new construction from 11<sup>th</sup> Avenue SE to Willmar Avenue SE.

Following discussion, Council Member Christianson made a motion to approve the final payment of \$42,798.46 to Vreeman Construction. Council Member Mueske seconded the motion which carried.

Item No. 9      Purchase of Turnout Gear (Motion)

Chair Anderson presented to the Committee a recommendation to approve the purchase of five complete sets of NFPA approved firefighting turnout clothing at an estimated cost of \$2,029 each with a total cost estimated at \$10,145.

Following discussion, Council Member Mueske made a motion to approve the purchase of the NFPA approved firefighting turnout clothing for a total estimated cost of \$10,145. Council Member Christianson seconded the motion which carried.

Item No. 10     Rice Memorial Hospital Financial Statement (Information)

Chair Anderson presented to the Committee for review the Rice Memorial Hospital Financial Statement, with the Rice Memorial Hospital Board addressing the City Council at a future Council Meeting. This matter was for information only.

Item No. 11     Revised Draft of City Purchasing Policy (Information)

Staff presented to the Committee an Arden Hills purchasing policy in legislative print with changes setting levels of authority made from the February 8, 2016, meeting. Council Member Nelson made a motion to table any action on the proposed policy and asked staff to bring back information to clarify the processes and timing of the Capital Improvement and Vehicle Replacement Policies. Council Member Christianson seconded the motion which carried.

There being no further business to come before the Committee the meeting was adjourned at 6:15 p.m. by Chair Anderson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steven B. Okins", written over a horizontal line.

Steven B. Okins  
Finance Director



WILLMAR

City Administrator

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

## COUNCIL ACTION REQUEST

**DATE:** February 18, 2016

**SUBJECT:** Request to reallocate CIP Funding

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Approve reallocation of Capital Improvement Program funding from Thin Clients and use it for the purchase of a Document Management System in the amount of \$41,000.

### **BACKGROUND:**

#### **Tablet Replacement:**

The current tablets that Department Directors and Council Members have are presently 4 years old and in need of replacement. The Council members requested the units be updated at the 2015 Budget meeting. When asked if funding was needed the IS Coordinator noted he did not have a quote in place at that time since the expected replacement was 2017 and that alternate funding could be arranged. The new tablets will ensure that the same devices will be used by everyone.

#### **Document Management:**

The City does not have an electronic document management system. Staff has brought this forward in past years, but it was never acted upon. One of City Administrator Kruse's goals is to get a system in place to begin to scan all documents and as time allows scan the historical documents which are required to be retained in compliance with the State Records Retention Schedule. Currently, many of the City's historical documents are stored in unsecured areas where a broken water pipe, fire or some other disaster could destroy them. A good example not too long ago was when the City of Roseau's City Hall flooded and they lost many of their records. They thought it would never happen, but it did.

A primary function of an electronic document system is the ability to be portable, so that if City Hall was damaged or not accessible, the City could set up business in another location and have a fairly seamless transition. Eventually, the City will migrate to a more paperless system. The system allows for access rights to be granted, and many cities grant access to certain records such as minutes over the internet to the public. The City has over a million documents stored in various locations. Many progressive cities have been doing this for the past fifteen years, so we have the benefit of selecting a system used by hundreds of other cities and counties around Minnesota and learning from their past experiences.

A document management system would ensure that the correct retention periods for files and documents would be in place and keep the City in compliance as each file can contain a purge date, so staff can destroy documents after the designated destruction date. Almost all of the City's financial documents, agreements and meeting minutes prior are still on paper. This means that there is no backup copy and all documents would be lost in the event of disaster or damage.

**FINANCIAL CONSIDERATION:** Funds are available in the CIP for this expense. There is a cost payback for the City. For example, (1 a long-time retired employee wants something from their employment file. Right now, staff would have to dig through boxes of records in the bowels of the basement and find it. With the new system, you can search the records like you would the internet, right click and email them the document while they are still on the phone. Example 2) a Department Director wants to find out what he paid for an item. Right now they would probably call the Finance Department, interrupt them and have them look it up. With the new system the Director would have read-only access to those invoices and they could find them by doing a word search. If they needed to send the document to someone, just right click and send. Freeing up records storage space is also a savings. The system is easy and simple and it saves time and money.

\$41,000 for a Document Management System

**LEGAL:** The system meets the State Records Retention storage requirements.

**Department/Responsible Party:** Ross Smeby, IT Coordinator

**Reviewed by:** Larry Kruse, City Administrator



RESOLUTION NO. \_\_\_\_

DOCUMENT MANAGEMENT APPROVAL

WHEREAS, the City of Willmar needs to purchase a Document Management System for archiving, preserving, auditing, and for increasing staff workflow efficiency and;

WHEREAS, the City of Willmar has explored multiple systems and has determined that a Laserfische system as the best suited for the City's needs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator be authorized to repurpose \$41,000 from the Information Systems Thin Client Capital Improvement Project to the Document Management System

Dated this 7th day of March, 2016.

---

MAYOR PRO TEMPORE

Attest:

---

CITY CLERK



WILLMAR

**City Administrator**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

### **COUNCIL ACTION REQUEST**

**DATE:** February 18, 2016

**SUBJECT:** City Website

**RECOMMENDATION:** It is respectfully requested the City Council consider the following Website Committee's recommendation:

Approve an agreement with Revize Software Systems to create a new City website at an estimated cost of \$24,700.

**BACKGROUND:** The current City website which was designed in 2011 is in need of being redone. Over the years there has been a lot of information added to the site and much of it is out of date or in need of being reorganized. Throughout the site, there are imbedded links that are difficult to fix. If pages are deleted, it affects other links, etc. Staff sought bids from "Revize" and "Govoffice". Both are reputable companies with good history.

Redoing our website is a big project and even though we are seeking some outside assistance, our staff and all the departments will need to spend quite a bit of time helping develop an outstand site for our City.

It is the Website Committee and staff's recommendation that the Revize proposal will best fit the City's needs both as a cost-effective solution and will add plenty of functionality. Not only do we get a new website, but the software will provide for a variety of Apps including Citizen's Communication Center, Citizen's Engagement, Staff Productivity and mobile device and accessibility features.

Due to the size of our website the cost of the redesign with Govoffice would be cost prohibitive.

**FINANCIAL CONSIDERATION:** Cost of the Govoffice is \$11,620 and additional hosting will add another \$8,000 over five years. The Govoffice proposal allocates 30 hours (\$2,700) of content transfer and with the significant number of pages we have we will likely exceed that by quite a bit. The Revize solution is a more comprehensive quote for us and would cost an estimated \$24,700. In the 2016 Capital Improvement Plan we have appropriated \$25,000 for the new website and staff is confident we can get it done for that amount.

**LEGAL:** None

**Department/Responsible Party:** Ross Smeby, IT Coordinator

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_\_

AGREEMENT WITH REVIZE LLC. FOR A CITY WEBSITE

WHEREAS, the City of Willmar needs to create a new public website for the City and;

WHEREAS, the City of Willmar has explored multiple vendors and has determined that Revize Software Systems will provide the services, updates and hosting that are best suited for the City's needs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator are authorized to enter into an agreement with Revize LLC in the amount of \$24,700.00 to create a new city website.

Dated this 7th day of March, 2016.

\_\_\_\_\_  
MAYOR PRO TEMPORE

Attest:

\_\_\_\_\_  
CITY CLERK



WILLMAR

**Police Chief**

**Willmar Police Department**  
**2201 23<sup>rd</sup> Street NE, Ste 102**  
**Willmar, MN 56201**  
**Main Number 320-214-6700**  
**Fax Number 320-231-6556**

**COUNCIL ACTION REQUEST**

**DATE:** February 22, 2016

**SUBJECT:** Donations to Willmar PD Law Enforcement Explorer Program and K9 Program

**RECOMMENDATION:** Request approval for accepting a donation of \$250 to the Willmar Police Department Law Enforcement Explorer program from Duininck Concrete Company and direct the City Administrator to acknowledge the donation.

**BACKGROUND:** Duininck Concrete Company recently made a \$250 donation to the Willmar Police Department Law Enforcement Explorer program. These donated funds would be used to purchase training equipment, uniforms, and supplies for the Explorers.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** N/A

**Department/Responsible Party:** Jim Felt, Police Chief

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the City of Willmar has received a donation of \$250.00 to the Willmar Police Department designated for the Enforcement Explorer Program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Duininck's Incorporated and the City Administrator is directed to express the community's appreciation.

Dated this 7<sup>th</sup> day of March, 2016

\_\_\_\_\_  
MAYOR PRO TEMPORE

Attest:

\_\_\_\_\_  
CITY CLERK



**WILLMAR**

**Finance Director**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** February 18, 2016

**SUBJECT:** Donation Protocols

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Approve the protocol for staff to acknowledge all donations by letter and regularly inform the Council of them. Further, staff will accumulate all donations and present them at the end of the year for formal approval for audit purposes and State compliance.

**DESCRIPTION:** The City regularly gets donations for which some are small and others quite large. This protocol will allow staff to promptly send a thank you letter rather than have a roll call vote on each one, and to formally do that once or twice a year.

**FINANCIAL CONSIDERATIONS:** There are no financial implications to this action.

**LEGAL:** State law requires all donations to be accepted by resolution.

**DEPARTMENT/RESPONSIBLE PARTY:** Steve Okins, Finance Director

**REVIEWED BY:** Larry Kruse, City Administrator



WILLMAR

**Public Works Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** February 18, 2016

**SUBJECT:** LED Retrofit Lighting Project

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Approve, and authorize signatures, for the purchase of LED conversion kits from Etterman Enterprises for \$17,420.13 and installation by Kim's Electric for \$6,840.00.

**BACKGROUND:** Light-emitting diodes (LED) are a highly energy efficient lighting option and use 75% less energy as well as lasting 25 times longer than fluorescent lighting. LED light bulbs are 100% recyclable and will help the City reduce its carbon footprint. Staff solicited quotes for the retrofit kits to convert the lighting at the Public Works Garage from fluorescent to LED. Quotes were received from Fastenal in the amount of \$37,925.17, Border States Electric Supply in the amount of \$20,949.13, and Etterman Enterprises in the amount of \$17,420.13. Quotes were also solicited for the installation and conversion of the 285 lights; King's Electric in the amount of \$57.00 per light, totaling \$16,245.00 and Kim's Electric in the amount of \$24.00 per light, totaling \$6,840.00.

**FINANCIAL CONSIDERATION:** The 2016 Capital Outlay Program has included \$35,000.00 for the LED lighting, with the overall project cost for the kits and installation totaling \$24,260.13. Staff is also pursuing information on a rebate process on the retrofit kits.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator



WILLMAR

**Public Works Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** February 19, 2016

**SUBJECT:** Accept Project and Authorize Final Payment for Project No. 1404

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Accept the project and authorize final payment to Vreeman Construction in the amount of \$42,798.46 for Project No. 1404.

**BACKGROUND:** The City Council entered into an agreement with Vreeman Construction on June 16, 2014 for the 12<sup>th</sup> Street SE new construction from 11<sup>th</sup> Avenue SE to Willmar Avenue SE. The Council previously requested a concrete surfacing alternate bid be included in the bidding documents. Based on the life cycle cost analysis between bituminous surfacing and concrete surfacing, staff recommended bituminous alternate be used for the project. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

**FINANCIAL CONSIDERATION:** The final payment is within the project budget of \$301,140.47, and brings the total cost of the project to \$294,229.08.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator



**RESOLUTION NO. \_\_\_\_\_**

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT: Project No. 1404 – 12<sup>th</sup> Street SE New Construction

CONTRACTOR:	Vreeman Construction
DATE OF CONTRACT:	June 16, 2014
BEGIN WORK:	July 30, 2014
COMPLETE WORK:	October 21, 2015
APPROVE, ENGINEERING DEPT:	February 11, 2016

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1404 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$301,140.47
Change Order (None)	0.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$294,229.08
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$294,229.08
Less Previous Payments & Liquidated Damages	-\$251,430.61
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$42,798.46</b>

Dated this 7th day of March, 2016

---

Mayo Pro Tempore

Attest:

---

City Clerk



WILLMAR  
★

**WILLMAR FIRE DEPARTMENT FIRE CHIEF**

---

515 SW 2<sup>ND</sup> ST  
WILLMAR, MN 56201  
320-235-1354  
FAX 320-235-1607

**COUNCIL ACTION REQUEST**

**DATE:** February 18, 2016

**SUBJECT:** Purchase of Turnout Gear

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Approve purchasing five complete sets of NFPA approved firefighting turnout clothing estimated to cost \$2029.

**DESCRIPTION:** The Willmar Fire Department has an eight to ten-year replacement plan, or when it is unsafe and beyond repair, for NFPA standard firefighting protective clothing. It is recommended that we replace five sets this year to maintain that rotation.

**FINANCIAL CONSIDERATIONS:** The Fire Department budgeted for replacement of five full sets of turnout gear estimated to cost \$2,029 each for a total of \$10,145. Funds are available for this planned purchase.

**LEGAL:** N/A

**DEPARTMENT/RESPONSIBLE PARTY:** Frank Hanson, Fire Chief

**REVIEWED BY:** Larry Kruse, City Administrator



WILLMAR

City Clerk-Treasurer

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5166  
Fax Number 320-235-4917

### COUNCIL ACTION REQUEST

**DATE:** March 7, 2016

**SUBJECT:** Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit.

**BACKGROUND:** The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Curling Novice Bonspiel. On March 11, 12 and 13, 2016, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC dba The Oaks at Eagle Creek has applied for this permit with on-site employee listed as Benjamin Hooper.

Approval of the Community Education & Recreation Joint Powers Board was given on December 4, 2016.

**FINANCIAL CONSIDERATION:** \$100 Application Fee

**LEGAL:** N/A

**Department/Responsible Party:** Kevin J. Halliday, City Clerk-Treasurer

**Reviewed By:** Larry Kruse, City Administrator



WILLMAR

City Clerk-Treasurer

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5166  
Fax Number 320-235-4917

### COUNCIL ACTION REQUEST

**DATE:** March 7, 2016

**SUBJECT:** Premise Permit for New London-Spicer Booster Club at the Ruff's Wings & Sports Bar

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Approve a Resolution to approve the Premise Permit and direct the City Clerk-Treasurer to forward same to the Gambling Control Board.

**BACKGROUND:**

The New London –Spicer Booster Club is making application to the Gambling Control Board to obtain a Premise Permit for a Gambling License at Ruff's Wings & Sports Bar located at 2100 Hwy 12 SE, Suite 2.

The local unit of government must sign the premise's permit application and the City Council must vote on the application. If the premise permit is approved, the resolution of approval is submitted with the application to the Gambling Control Board.

The policy was tabled by the Council at the November 2, 2015, Council Meeting pending staff's clarification if a Willmar group was given preference by Ruff's Wings & Sports Bar to hold a Premise permit. Upon many requests to other Willmar organization by Ruff's Wings & Sports Bar, the New London-Spicer Booster Club is the only interested group.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** N/A

**Department/Responsible Party:** Kevin J. Halliday, City Clerk-Treasurer

**Reviewed By:** Larry Kruse, City Administrator

**LG214 Premises Permit Application****Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113**Questions?** Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**Organization Name: New London - Spicer Booster ClubLicense Number: 92282Chief Executive Officer (CEO) Michael NovakDaytime Phone: 320-894-6151Gambling Manager: Peggy JohnsonDaytime Phone: 320-212-4641**GAMBLING PREMISES INFORMATION**Current name of site where gambling will be conducted: Ruff's Wings & Sport Bar

List any previous names for this location:

Street address where premises is located: 2100 U.S. 12

(Do not use a P.O. box number or mailing address.)

City: **OR** Township:

County:

Zip Code:

Willmar

Kandiyohi

56201

Does your organization own the building where the gambling will be conducted?

☐

Yes

☒

No

If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?

☐

Yes

☒

No

☐

Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?

☐

Yes

☒

No

☐

Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**Bank Name: Heritage BankBank Account Number: 416727Bank Street Address: 110 South St WCity: SpicerState: **MN**Zip Code: 56288**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number):

City:

State: Zip Code:

Lakeside Storage 11997 NE Hwy 71Spicer**MN**56288**MN****MN**

RESOLUTION NO. \_\_\_\_\_

REQUESTING THAT THE MINNESOTA GAMBLING  
CONTROL BOARD APPROVE THE APPLICATION FOR A  
PREMISE PERMIT FOR THE NEW LONDON-SPICER BOOSTER CLUB

WHEREAS, the New London-Spicer Booster Club has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at the Ruff's Wings & Sports Bar, 2100 Hwy 12 SE, Suite 2, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the New London-Spicer Booster Club and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the New London-Spicer Booster Club.

Dated this 7<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
Mayor ProTempore

Attest:

\_\_\_\_\_  
City Clerk-Treasurer